

SAUGET AREA 4, IL SITE  
ID = 054V

TECHNICAL + ANALYTICAL SUPPORT (TAS) CONTRACT  
- MARASCO NEWTON GROUP, LTD (68-W9-8105)

EPA Region 5 Records Ctr.



221516

SAUGET AREA, SITE ID = 054V  
COSTS FROM 1/1/94 - 6/30/2003

TECHNICAL + ANALYTICAL SUPPORT CONTRACT (TAS)

MARASCO NEWTON GROUP, LTD (68-W9-8105)

DATES: 3/6/2001 - 8/26/2001

Hqtr POs: CRYSTAL FORD  
MARY ANN RICH

NOTE: PBR CRYSTAL & MARY ANN, TASK WAS  
IN PREPARATION FOR THE HAZARDOUS RANKING SYSTEM.

## Contract Costs

SAUGET AREA G, SAUGET, IL SITE ID = 05 4V

Site Costs from 1/1/1994 through 6/30/2003

TECHNICAL AND ANALYTICAL SUPPORT CONTRACT (TAS)

Contractor Name: MARASCO NEWTON GROUP, LTD.

EPA Contract Number: 68-W9-8105

Project Officer(s): FORD, CRYSTAL TOLLIVER  
RICH, MARY ANN

Dates of Service: From: 03/06/2001 To: 08/26/2001

Summary of Service:

Total Costs: \$11,588.64

<u>Voucher Number</u>	<u>Voucher Date</u>	<u>Voucher Amount</u>	<u>Treasury Schedule Number and Date</u>	<u>Site Amount</u>	<u>Annual Allocation</u>
3-1	04/19/2001	83,211.71	R1419 05/15/2001	446.16	121.16
3-2	05/18/2001	98,101.73	R1475 06/13/2001	4,352.54	1,181.97
3-3	06/20/2001	105,214.59	R1536 07/13/2001	732.72	198.98
3-4	07/20/2001	114,741.15	R1610 08/16/2001	1,625.32	441.37
3-5	08/17/2001	94,044.42	R1665 09/11/2001	1,063.89	288.91
3-6	09/20/2001	110,207.30	R2024 10/15/2001	893.09	242.53
Total:				<u>\$9,113.72</u>	<u>\$2,474.92</u>

## Contract Costs

SAUGET AREA G, SAUGET, IL SITE ID = 05 4V

Site Costs from 1/1/1994 through 6/30/2003

TECHNICAL AND ANALYTICAL SUPPORT CONTRACT (TAS)

Contractor Name: MARASCO NEWTON GROUP, LTD.

EPA Contract Number: 68-W9-8105

Project Officer(s): FORD, CRYSTAL TOLLIVER  
RICH, MARY ANN

Dates of Service: From: 03/06/2001 To: 08/26/2001

Summary of Service:


Total Costs: \$11,588.64

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<u>Voucher Number</u>	<u>Schedule Number</u>	<u>Rate Type</u>	<u>Annual Allocation Rate</u>
3-1	R1419	National - Provisional	0.271558
3-2	R1475	National - Provisional	0.271558
3-3	R1536	National - Provisional	0.271558
3-4	R1610	National - Provisional	0.271558
3-5	R1665	National - Provisional	0.271558
3-6	R2024	National - Provisional	0.271558

**Grace Co**

08/21/02 02:50 PM

To: MaryAnn Rich/DC/USEPA/US@EPA  
cc: Thomas Martin/R5/USEPA/US@EPA  
Subject: Re: DynCorp and MNG Statements of Work 

Hi MaryAnn,

Thank you for sending me the attached electronic copies of the statements of work for both Contracts, DynCorp (OTH) and Marasco Newton Group, Ltd. (TAS). Your immediate attention and assistance in providing the documents that I was searching for are deeply appreciated. Your note is informative and helpful for our file. Thanks for your effort in this.

Much obliged,  
Grace Co  
Region 5, US EPA  
Remedial Enforcement Support Section  
77 W. Jackson Blvd., Mail-code SR-6J  
Chicago, IL 60604  
Phone: (312) 353-6779  
Fax: (312) 886-6064

MaryAnn Rich

**MaryAnn Rich**

08/21/02 01:15 PM

To: Grace Co/R5/USEPA/US@EPA  
cc: Thomas Martin/R5/USEPA/US@EPA  
Subject: DynCorp and MNG Statements of Work

Grace - Thanks for the fax. I thought I would send you electronic copies of the statements of work, per our discussion yesterday. This will give you clearer copies than if I faxed them. Because the work performed occurred during two contract years, I am sending you the relevant SOW for the year, although they're virtually the same each year.

(Note: To help you understand, both DynCorp and Marasco Newton Group (MNG) support us on site listing. We compete the work under this Task Order/Work Assignment annually by Region, so each contractor does the same work, excepting they cover different Regions. In the case where the HQ prepares the HRS documentation record package, however, the contractor who supports the Region (DynCorp supports Region 5) prepares the HRS package, and the second contractor (MNG) performs the independent quality assurance on the package prior to the site being proposed.)

DynCorp: The work performed by DynCorp falls under Task 7 of the SOW (Prepare HRS Documentation Record).



DYN 2-002.SOW. DYN 3-002-SOW.



MNG: Here are the two SOWs for Marasco Newton Group. These SOWs are the same as DynCorp's two, but for this site, MNG performed work under Task 2 (Quality Assurance Review). Please let me know if you have questions.

## TRANSMIT CONFIRMATION REPORT

NO.	:	002	
RECEIVER	:		703 603 9104
TRANSMITTER	:	USEPA REG. 5 OCEPP	
DATE	:	AUG 21 '02	9:24
DURATION	:	01'00	
MODE	:	STD	
PAGES	:	02	
RESULT	:	OK	

## Contract Costs

SAUGET AREA G, SAUGET, IL SITE ID = 05 4V

Cumulative Costs from 01/01/2001 through 12/31/2001

OTHER EXPENDITURES (OTH)

Contractor Name: DYNCORP INFORMATION &amp; ENGINEERING

EPA Contract Number: 68-W9-8106

Project Officer(s): FORD, CRYSTAL TOLLIVER  
MARY ANN RICH  
RICH, MARY ANN

Dates of Service: From: To:

Summary of Service:

Total Costs: \$20,381.31

Voucher Number	Voucher Date	Voucher Amount	Treasury Schedule Number and Date	Site Amount	Annual Allocation
2-9	12/12/2000	119,893.44	R1180 01/05/2001	7,669.62	0.00
2-10	01/19/2001	140,025.29	R1253 02/14/2001	4,767.77	0.00
2-11	02/12/2001	103,066.44	R1298 03/09/2001	1,563.39	0.00
2-12	03/12/2001	110,468.54	R1350 04/05/2001	1,895.73	0.00
2-13	04/18/2001	36,278.28	R1416 05/14/2001	1,063.58	0.00
3-1	04/19/2001	93,083.12	R1422 05/16/2001	955.45	0.00
3-2	05/15/2001	111,058.88	R1466 06/08/2001	376.37	0.00
3-3	06/12/2001	110,878.12	R1517 07/06/2001	1,608.58	0.00
3-4	07/12/2001	134,048.32	R1582 08/07/2001	428.71	0.00
3-6	09/11/2001	107,935.98	R2015 10/10/2001	36.52	15.59
Total:				\$20,365.72	\$15.59

## Contract Costs

SAUGET AREA G, SAUGET, IL SITE ID = 05 4V

Cumulative Costs from 01/01/2001 through 12/31/2001

TECHNICAL AND ANALYTICAL SUPPORT CONTRACT (TAS)

Contractor Name: MARASCO NEWTON GROUP, LTD.

EPA Contract Number: 68-W9-8105

Project Officer(s): FORD, CRYSTAL TOLLIVER  
RICH, MARY ANN

Dates of Service: From: To:

Summary of Service:

Total Costs: \$11,588.64

<u>Voucher Number</u>	<u>Voucher Date</u>	<u>Voucher Amount</u>	<u>Treasury Schedule Number and Date</u>	<u>Site Amount</u>	<u>Annual Allocation</u>
3-1	04/19/2001	83,211.71	R1419 05/15/2001	446.16	121.16
3-2	05/18/2001	98,101.73	R1475 06/13/2001	4,352.54	1,181.97
3-3	06/20/2001	105,214.59	R1536 07/13/2001	732.72	198.98
3-4	07/20/2001	114,741.15	R1610 08/16/2001	1,625.32	441.37
3-5	08/17/2001	94,044.42	R1665 09/11/2001	1,063.89	288.91
3-6	09/20/2001	110,207.30	R2024 10/15/2001	893.09	242.53
Total:				\$9,113.72	\$2,474.92



## REQUEST FOR OFFER

**TASK ORDER NUMBER:** 2-002

**TASK ORDER TITLE:** Support for NPL Updates

**TASK ORDER MANAGERS:** Robert Myers (MNG, Ltd.)  
Yolanda Singer (DynCorp I&ET)

**PROJECT OFFICER:** Mary Ann Rich, (703) 603-8825

### 1. BACKGROUND

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enacted in 1980, and amended by the Superfund Amendments and Reauthorization Act (SARA), provide the Federal Government broad authority for responding to the dangers posed by uncontrolled releases of hazardous substances, pollutants, and contaminants. The Environmental Protection Agency (EPA) responded by developing the Hazard Ranking System (HRS), which is a scoring system used to establish the National Priorities List (NPL). On December 14, 1990 (55 FR 51532), EPA revised the HRS, as required by SARA. The revised HRS became effective on March 14, 1991. It is a more comprehensive and accurate scoring system than the original HRS and may add new types of sites to the NPL.

The State, Tribal, and Site Identification Center (ST/SI) in OERR is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, and proposing and finalizing them to the NPL.

### 2. PURPOSE:

This Task Order (TO) provides technical support to EPA in the Agency's review of sites that are candidates for the NPL updates under the revised HRS. The purpose of the technical review, known as the Quality Assurance (QA) review, is to ensure that the technical basis used to support a site listing decision is consistent with the revised HRS rule as defined in the December 14, 1990 Federal Register, as well as EPA's technical guidance.

### 3. SCOPE OF WORK:

**Task 1: Prepare and submit the information outlined in this request for offer and a cost proposal corresponding to the work outlined in this task order.**

During the period of performance for this Task Order, the contractor shall conduct task order monitoring of the LOE and expenditures **at the task level**, quality assurance and

management activities, including preparation of the monthly progress report, under this task. The monthly progress report should be itemized site-specifically where possible.

## **Task 2: QA Review**

The EPA Headquarters Regional Coordinator (HQ RC) will provide the contractor with HRS Documentation Record packages following submittal to HQ by the EPA Regions. The contractor shall review the HRS packages to ensure that the HRS is properly and consistently applied. The contractor shall identify site package data gaps and shall support EPA in evaluating the adequacy of documentation supporting site scores to assure that the packages have the best chance of meeting legal challenges. The contractor shall anticipate review of up to 55 packages for all regions during Option Year Two.

**Priorities for QA:** Upon receipt of each HRS site package, the contractor shall make a qualitative assessment of the major pathways and/or factors contributing most significantly to the overall risks/score as posed by the site, and prioritize the issues in terms of risk/contribution to score. The contractor shall then discuss this assessment with the HQ RC. If the contractor is uncertain of the level of review for pathways not contributing greatly to the overall score, they shall raise these concerns to the HQ RC. The contractor shall conduct the QA review based on the priorities identified by the EPA HQ TOM and in coordination with the HQ RC.

The contractor shall ensure that major contributing factors are technically defensible. The proportion of time spent during the QA review shall reflect the relative importance of the pathways and/or factors. The QA review shall be conducted for all information submitted in the HRS package, but the time taken to review portions of the package not contributing significantly to the overall site score shall be a small fraction of the time taken to review the significant portions of the site package.

**Subtask 1 - QA Letter:** After completion of QA on an HRS site package, the contractor shall prepare a QA letter for each one reviewed. If major issues arise, the contractor shall discuss them with the Regional NPL Coordinator and the HQ Regional Coordinator prior to submittal of the QA letter. The purpose of this letter is to provide Headquarters and the Region with written comments on problems or weaknesses in site HRS packages. These letters should be comprehensive, such that once all problems cited in the letter are addressed, the site package will be ready to pass QA (in absence of new QA issues). Before the QA letter is sent, if there are unresolved issues, the contractor shall prepare a synopsis of the issues, with recommendations on how to resolve them. Upon completion, each QA letter shall be sent to the appropriate HQ RC (who serves as task monitor), with copies going to the appropriate EPA NPL Coordinator in the region, and the EPA TOM. The NPL Coordinator will then make the necessary changes to the HRS package and resubmit the revised HRS package to the contractor. There may be several rounds of QA letters and resubmissions. After all issues are addressed and only editorial concerns remain, the contractor shall provide the Region with a "redlined" version showing the proposed corrections. Once the Region has signed off on these corrections, the contractor shall make these corrections, producing a final version the HRS

Documentation Record. The format of QA letter shall be consistent with the outline of Attachment #1.

**Subtask 2 - Conference Calls:** Following issuance of QA letter, a member of the contractor's QA team shall participate in conference calls when necessary with EPA HQ and the Regions to clarify issues and discuss areas of disagreement. The frequency of the conference calls shall be based on the need. This frequency will vary by Region and number of packages undergoing QA. The contractor's QA team member designated to a particular Region shall be responsible for reviewing site packages and discussing QA issues during the conference call and shall have responsibility for reviewing the same site packages during any subsequent formal QA of the site package that takes place. The contractor shall provide the HQ RC, the NPL coordinator in the Region and the EPA TOM with conference call notes (telecons) within 3 days following the call.

**Subtask 3 - Submission of Site HRS Packages for EPA Approval:** When QA review is complete, all issues have been addressed, and the HRS package is ready for proposal to the NPL, the contractor shall assemble final site packages for submission for final EPA approval. The final package shall include: narrative summary, pathway score sheets, and HRS documentation record. The contractor shall be responsible for ensuring that the narrative summary reflects any changes in the package resulting from QA review. The final package shall be delivered to the EPA TOM.

**Subtask 4 - Support for NPL Rule Publication:** This task will be competed between the two contractors and awarded to one only.

The contractor shall support activities related to NPL rule publication. Since this subtask includes all sites and is thus not region-specific, the work is assigned to a single contractor. These activities include:

- 1) Tracking concurrence letters from States and Governors to help EPA determine a site's eligibility for proposal to the NPL (the EPA TOM, NPL Coordinator, or HQ RC will forward these letters to the contractor. The contractor shall maintain a Governor/State concurrence letter tracking report).
- 2) Preparing public information documents including site narrative summaries and introductory information on "Description and Auxiliary Information" documents.
- 3) Preparing draft form letters which shall be delivered in electronic format to the EPA TOM for members of Congress so that EPA may notify them of the Agency's intent to propose or add sites to the NPL that are in their State or Congressional District. EPA will provide the contractor with a list of Representatives prior to preparation of the correspondence.

### **Task 3: Technical Assistance**

The contractor shall respond to special requests for pre-HRS and HRS technical support to the Regions. The contractor's QA team member designated to a particular Region or site, or a

contractor representative with experience in an area of particular interest to the Region, may provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package. Should the HQ RC not be present in the Region, the QA team member shall contact the him/her if issues arise during the visit that need immediate resolution. The cost of these trips shall be charged site-specifically. Upon return from a Regional trip, the contractor shall prepare a report summarizing the issues on each site discussed during the trip. The report shall include any issues that need to be resolved by EPA Headquarters in order to enable the Region to proceed with preparation or revision of the HRS Documentation Record package.

Technical support could also include review of site investigations or sampling plans or participation in site screening discussions. Such support does not necessarily require a trip to the Region; discussion of technical review and consultation can be achieved through conference calls and written materials. Technical assistance will be tasked via technical direction by the EPA TOM.

**Task 4: Meetings and Consultation with St/SI Center:** Excepting for Subtask 5, this Task is being awarded to both contractors. The contractor shall support EPA as follows:

**Subtask 1 - Status Meeting:** As requested by the EPA TOM in a TD, the contractor shall attend meetings with EPA on the status of NPL Updates at EPA HQ. These meetings will be infrequent (up to 2 per year) since most status updates are easily conducted by phone. However, such meetings may be necessary prior to Federal Register publication. Meetings, as appropriate, shall be held between the contractor's QA team and the HQ RCs. In addition, the designated contractor's Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

**Subtask 2 - Pre-Rule Briefings:** Prior to submittal of final QA packages, the contractor shall brief HQ on politically or technically sensitive candidate sites for the update. During this meeting, the contractor shall raise unresolved and outstanding QA issues, if any. The contractor shall estimate briefings on up to six sites during Option Year Two.

**Subtask 3 - Post-Rule Meetings:** Meetings shall be conducted between both QA contractors and EPA HQ staff to discuss issues that arose leading up to rule publication and lessons learned. These discussion may include either site-specific issues or more general concerns including policy, timing or coordination issues. These meetings will take place at EPA HQ and will be held on the day of rule publication unless otherwise directed by a TD. These meetings will not be held for one-site rules unless directed by TD.

**Subtask 4 - Status Report:** Each month a report on the status of all sites shall be delivered to the EPA TOM who will distribute to the Center Director and HQ RCs. The report shall be delivered on the last business day of each month unless specified

otherwise by the EPA TOM. This report shall be delivered to the EPA TOM in electronic format. After comment or concurrence from the EPA TOM (approximately 3 days following delivery date of status report), the contractor shall send an updated status report to the NPL Coordinators in each region.

**Subtask 5 - Conference Support:** This work will be competed on an as needed basis between MNG and DynCorp. The contractor shall attend conference meetings in support of HRS and NPL work being performed under this task order. Contractor participation/attendance will be requested and approved by EPA approximately 16 calendar days prior to the conference. EPA will issue TD(s) requesting participation in and support for specific meetings during these conferences. The contractor shall submit a cost estimate for this subtask under a separate Request for Offer (RFO).

#### **Task 5: Research and Analysis of HRS Documentation Records**

This Task is being awarded to both contractors. The contractor shall respond to up to four special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may range from 2 hours to 200 hours. This research and analysis may be in response to inquiries from Congress, other government agencies or EPA management or may be in support of reauthorization activities. This research and analysis could apply to all sites proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS Documentation Records to further narrow down the subset of sites (for example, finding all sites listed based on contaminated sediments). This research and analysis will be requested in a TD by the EPA TOM. **For cost estimation purposes, the contractor shall estimate 40 hours of research and analysis per request (total 160 hours).**

#### **Task 6: Streamlined QA of HRS Documentation Records**

The contractor shall perform a streamlined QA on HRS Documentation Record packages. This review is designed to address major issues and ensure a supportable score, but not provide some of the QA details needed for more complicated sites. Sites are typically one pathway. Streamlined QA review will be tasked by the EPA TOM via technical direction on a site-specific basis. The TD will include guidance for performing the QA for that specific site but will follow generally the format in the attached SOP (Attachment 2).

#### **Task 7: Preparation of the HRS Documentation Record**

The contractor shall prepare HRS documentation record packages for sites being proposed to the NPL. Using the best available and most recent data and appropriate references provided by the Regions, States, and Tribes, the contractor shall document the sources of contamination at a site using the HRS and determine whether the site exceeds the EPA cut-off score. The HRS documentation shall meet EPA quality requirements before the package is submitted to the Agency. The contractor shall interface principally with the Regional NPL

Coordinator for the preparation of the HRS Documentation Record package. The contractor shall also coordinate preparation of the HRS package with the EPA Task Order Manager, the EPA Headquarters Regional Coordinators, the Regional Site Assessment Manager as appropriate, and the Regional contractor, or State/Tribal personnel with knowledge of the site, in order to ensure that it meets the quality requirements. Both the Regional NPL Coordinator and the EPA Headquarters Regional Coordinators will serve as Task Monitors on Task 7. Roles and Responsibilities, including lines of communication and authority for participants in this work, are outlined in Appendix A.

The contractor shall perform all tasks in accordance with specifications provided in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991; with EPA policy, EPA guidance documents provided by EPA; and in accordance with the specification provided in 40 CFR Part 300, Appendix A (HRS final rule, December 14, 1990). At no time will the contractor perform Response Action Contract work (e.g., performing or analyzing sampling data, direct specific sampling locations or events). Any questions concerning such possible work shall be referred to the Project Officer. All work performed under Task 7 shall be charged site-specifically. **For cost estimation purposes, the contractor shall estimate the following numbers for preparation of HRS documentation records in each Region: Region 1 – 2; Region 2 – 1; Region 3 – 1; Region 4 – 0; Region 5 – 3; Region 6 – 1; Region 7 – 0; Region 8 – 0; Region 9 – 1; Region 10 – 0.**

#### Subtask 1: Reporting Requirements

a) The contractor shall prepare an *HRS Documentation Record Project Milestones* status report for each site assigned. The milestone update report shall include: site name, milestones, problems encountered, anticipated EPA activities for the coming month, cost expenditures to date, and contractor personnel preparing the Documentation Record. The report shall also include a paragraph that summarizes the meeting with the Region, State, or Tribe and one that succinctly describes the site.

b) In addition, the contractor shall complete an overall HRS Documentation Record Milestones status report to track key milestones on all sites under Task 7. This report shall include: Regional meeting date, date that draft HRS score was calculated, date of conference calls for all parties to resolve comments, date the draft HRS documentation record is due, and date the final HRS documentation record is due.

The contractor shall submit the site-specific report and the overall HRS Documentation Record Milestones status report to the EPA Task Order Manager with copies each to the EPA Headquarters Regional Coordinator and to the Regional NPL Coordinator.

#### Subtask 2: Prepare Standard Operating Procedure

The contractor shall prepare for EPA approval a Standard Operating Procedure (SOP) defining task activities for the project, corresponding schedules for preparation of the Documentation Record, staff assigned, and file transfer procedures. The SOP will be used to minimize the time and paperwork required to prepare site specific plans, and will

identify and standardize the process for preparing the HRS Documentation Record.

Subtask 3: Headquarters, Regional and State/Tribal Meetings

a) Regional Meetings.

1.) First Regional Meeting. At the request of the Regional NPL Coordinator, the contractor shall meet in the Region with EPA personnel, the Region's contractor, and with State or Tribal personnel to discuss site conditions, site listing issues and strategy preparatory to writing the Documentation Record and preparing the HRS site package. The Regional NPL Coordinator will provide the contractor with site files during these meetings. These Regional meetings may last up to five days including travel time, but typically last two or three days plus travel time. The EPA TOM will issue a TD for a Regional visit.

2.) Site Visit. As part of the Regional visit, the contractor, at the direction of, and with the Regional NPL Coordinator, shall perform a site visit, either as a "walk through" or site "drive-by" in order to better understand the sources, media of concern, and targets at the site. The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. If OSHA requirements have not been met, the contractor shall limit this effort to a site "drive-by."

3.) Second Regional Meeting. At the request of the Regional NPL Coordinator, the contractor shall also participate in a second Regional meeting with EPA, the Regional contractor, and with State or Tribal personnel to discuss the draft HRS Documentation Record package and address all comments generated by Headquarters, the Region, the State or Tribe. The second Regional trip may last up to three days plus travel time, but typically will last one day plus travel time. The EPA TOM will issue a TD for a second Regional visit.

b) Trip Report or Trip Conference Call. Upon return from Regional trips the contractor shall, at the direction of the Regional NPL Coordinator, either prepare a report summarizing the issues and site scoring approach, or hold a conference call summarizing the same. The purpose of the report and conference call is to ensure that both EPA and the contractor are in agreement with issues and approaches to writing the documentation record. The report shall include any issues that need to be resolved by EPA Headquarters. The conference calls will be arranged for all participants by the Headquarters Regional Coordinator. Participants will include the EPA TOM and/or Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor.

c) Miscellaneous Headquarters Meetings/Conference Calls. Throughout the development of the HRS Documentation Record package, the contractor shall consult with EPA Headquarters (TOM and Regional Coordinator). Such meetings or conference calls may be held in lieu of trips to the Region and will involve conference calls with the NPL

Regional Coordinator and possibly the Regional contractor and State/Tribal personnel. The contractor shall plan to meet with EPA as required to discuss the site or resolve issues concerning the preparation of the HRS Documentation Record package. Specifically, the contractor shall plan to participate in the following meetings:

- Preliminary HRS scoring meeting to discuss the site, scoring scenario, and any site scoring weaknesses, after the draft HRS score is developed and delivered to EPA; and
- QA review meeting, after EPA Headquarters, the Region, and State/Tribe have reviewed the first draft of the Documentation Record.

For planning purposes, the contractor shall estimate it will be tasked to participate in up to ten conference calls and two additional meetings per site package (for a total of four meetings). All conference calls and meetings will be tasked by the EPA TOM via TD.

#### Subtask 4: Prepare Draft HRS Documentation Record

##### Subtask A: Review Information Generated by Region and State or Tribe; Prepare a Preliminary HRS Score.

The contractor shall prepare a site score approval form for use in this subtask.

The Regional NPL Coordinator will provide the contractor with site files that will be needed to prepare the HRS Documentation Record package. Typically, the site files will be sent to the contractor, although there may be a requirement to have the contractor travel to the Region to consult on the site prior to file transfer in which case the Regional NPL Coordinator will transfer the files at the time of this consultation. The site files will generally contain the following: background information on the site (e.g., waste type and quantity, observed release information, receptors); a site characterization form; PA, SI reports and score sheets; ESI, RI, and all validated analytical data; all relevant investigations (e.g., PRP studies, studies by other Agencies); CERCLIS printouts; maps (topographic, geologic, etc.); all references to support the preliminary score; and all other pertinent information necessary to prepare the Documentation Record package (see list at Attachment 3). In the event the files are incomplete, the contractor shall notify the EPA TOM, Headquarters Regional Coordinator, and the Regional NPL Coordinator.

The contractor shall review the site files. The contractor shall participate, at the Regional NPL Coordinator request, in a scoping conference call to discuss the site. Participants will include the EPA TOM and/or the Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor. These calls will generally take place after file review, although it may take place prior to file review. The timing of the call will be established by the Regional NPL Coordinator.



If a preliminary HRS score for the site has not been prepared by the Region, the contractor shall prepare one. Preparation of a preliminary HRS site score shall be limited to a cursory review of the files to arrive at a tentative site score. (Cursory is defined as an effort consisting of the rationale and explanation for the overall approach, i.e., pathway and sources chosen and scoring values which show that the use of those factors will result in a score greater than 28.5.) The contractor shall prepare a brief writeup with the rationale for scoring approach and the specific sources identified. The primary activities under Subtask A are document organization, review, and project planning. Specifically, the contractor shall perform the following background work:

- Review existing file information and summarize analytical data and site reports (PA, SI, ESI, RI).
- Compute a preliminary HRS score using the PREscore software program (SUPERscreen program when released) or word perfect score sheet, and the most recent version of the Superfund Chemical Data Matrix.
- Identify data gaps to the Regional NPL Coordinator who will be responsible for obtaining additional HRS information concerning sensitive environments, targets, or any other HRS factors needed to close these gaps. The Headquarters contractor shall limit its effort in filling data gaps to information that is publicly available (e.g., obtaining copies of U.S. Geological Survey and NWI maps, census information, public wells information, etc.).

The contractor shall submit an electronic copy of the score sheet with draft HRS score, the brief writeup with the rationale for scoring approach, and the specific sources identified to the EPA TOM, the Regional NPL Coordinator, and the Headquarters Regional Coordinator for comment. These individuals will provide their comments, if any, within ten business days to the EPA contractor. The contractor shall address all comments. Should EPA comments conflict, the Headquarters Regional Coordinator will arrange for a conference call to resolve the issue. The contractor shall submit an electronic copy of the revised preliminary score to the EPA TOM, Regional NPL Coordinator, and Headquarters Regional Coordinator. The Regional NPL Coordinator copy will indicate approval/acceptance of the preliminary score and/or scoring strategy by signing a site score approval form which will have been submitted by the contractor, along with the draft score sheet, and returning it to the contractor.

If at any time during the HRS scoring process the site score appears to be less than 28.5 or the contractor believes there are scoring weaknesses or a fatal flaw in available data (e.g., data quality, targets, etc.), the contractor shall report such findings to the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator and await instruction. In addition, the contractor shall also inform the EPA TOM if it is aware of any other factors which may warrant EPA clarification concerning proceeding with the HRS Documentation Record preparation. The Regional NPL Coordinator, together with the EPA TOM and Headquarters Regional Coordinator, will decide how to proceed on the site. The EPA TOM will instruct the

contractor on next steps. If at any time additional *sampling* data needs are identified, the contractor shall notify the same three individuals and await instruction. *The Regional NPL Coordinator will task the Regional contractor or State/Tribe to conduct the sampling required to fill data gaps.*

#### Subtask B: Prepare Draft HRS Package

The contractor shall prepare and submit to the EPA TOM an original plus one copy for Headquarters Regional Coordinator of a draft HRS scoring package *without* supporting references. The contractor shall also submit a copy of the draft HRS scoring package *with* all supporting references to the Regional NPL Coordinator. The Regional NPL Coordinator is responsible for quality control of the HRS package as specified in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991.

The contractor may be required to travel to the Region to further consult with the Regional NPL Coordinator to discuss the draft HRS documentation Record during this phase of the work. (See Subtask 3, (A) (3), Second Regional visit.) Travel during this phase of the work shall be charged to that subtask.

If comments result in the need to collect additional desktop data or review existing data in more detail, the contractor shall collect the necessary information needed to fill the HRS data gaps and/or review additional data obtained from the Regional NPL Coordinator. The contractor shall follow the same restrictions for this work as identified in Subtask 4, Subtask A, above. Should additional sampling be recommended, the contractor shall notify the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator of this need. The NPL Regional Coordinator will be responsible for tasking the Regional contractor or State/Tribal personnel to conduct the sampling if it is required. Sampling work will be performed exclusively by the Regional contractor or State/Tribal personnel. For planning purposes the contractor shall estimate it shall participate in at least two conference calls during this phase of the work and complete two rounds addressing Headquarters, the Region and State/Tribal comments.

#### Subtask C: Prepare Final HRS Documentation Record Package

After the contractor has completed all appropriate modifications, it shall submit an original of the final HRS Documentation Record package to the EPA TOM, plus one copy for the EPA Headquarters Regional Coordinator. *Neither* shall include references, unless specified otherwise in a TD. The contractor shall also submit one copy of the final HRS Documentation Record package, *with* references, to the Regional NPL Coordinator.

The contractor shall be prepared to participate in conference calls to address any residual comments or answer questions generated by the Region, State/Tribe, or

Headquarters concerning the final HRS Documentation Record package. The Region, State/Tribe shall submit those comments in writing to the contractor, with copies to the Headquarters Regional Coordinator, for incorporation in the HRS package.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor for QA**

- a) The package preparer shall prepare a list of all documents being transferred to the second contractor. After EPA approval of the HRS Documentation Record package and at the written instruction of the Regional NPL Coordinator, the contractor that prepared the HRS Documentation Record package shall transfer the package via the Headquarters Regional Coordinator to the second HRS contractor who will perform QA on the HRS Documentation Record package.
- b) After QA is completed by the second HRS contractor and the site has been proposed to the NPL, the contractor having performed QA shall re-transfer the site file via the Headquarters Regional Coordinator to the contractor who prepared the package. The contractor shall ensure that all files transferred under a) above are included in the file.

**Task 8: Analyze HRS Issues**

This task comprises analyses of technical and policy issues regarding the HRS and site assessment. These issues may be identified and resolved via the HRS Issues Resolution Group (HIRG) or through other means, as needed. Resolutions serve as interim HRS guidance until the policies are incorporated into formal HRS guidance documents.

**HRS Issues Resolution Group.** When issues that are not specifically or clearly addressed in existing guidance surface during the contractor's preparation or QA review of an HRS package, the contractor will be tasked via written TD to prepare a HIRG analysis and present the issue to the HIRG. (The HIRG comprises the TM, currently Jennifer Griesert, and several Headquarters NPL coordinators, as well as representatives from both MNG and DynCorp.) For planning purposes, the contractor shall estimate that it will be responsible for six HIRG analyses for your Regions, and also participate in another six issues addressed by the second contractor. The lead contractor is responsible for all research and write-up. Where the contractor is not lead, participation means attending a meeting or participating in a conference call where the issue is discussed and offering solutions or past experiences from other sites relevant to the case, as appropriate.

The analyses shall be concise and, where applicable, shall provide the following information:

- Considerations affecting a decision.
- Several options for resolving the issue.

- Advantages and disadvantages of different options.
- Recommended approach with rationale for recommendation.
- Estimated percentage of sites affected by issue (if requested by the TM).

The contractor shall provide electronic copies of draft HIRG analysis papers and supporting documentation to the TM and to each member of the HIRG. The HIRG then meets to decide the best way to resolve the issues. The contractor will participate in each HIRG meeting and summarize all discussions. Following each HIRG meeting, the contractor shall finalize the resolution of each issue.

#### **Task 9: Update of Superfund Chemical Data Matrix (SCDM) values**

On a site-by-site basis, during the QA process, the contractor shall determine if there is a weakness in SCDM values (based on the 1995 publication) assigned to substances evaluated at a site. If major changes have occurred to a particular substance since 1995 that would affect the SCDM values, the contractor shall, at EPA technical direction, conduct research to update the SCDM values. The calculation of the new SCDM values should be provided as a reference to the HRS scoring package. In addition to the HRS scoring package, the newly updated values for a particular substance shall be provided to EPA such that the new SCDM values can be kept in a central file location at EPA HQ. Once a particular substance has been updated for a particular HRS site package, EPA will notify both contractors that new SCDM values are available for use. However, the contractors shall refer to the EPA HQ central file prior to developing new SCDM values for a particular substance to avoid duplication of work.

It is estimated that there will be up to 10 such needed SCDM substance-specific updates. It is further estimated that it will take approximately 60 hours to conduct an update for a particular substance.

#### **4.TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the EPA TOM with three copies of all deliverables and drafts. Associated word processing disks compatible with OERR software must also be provided upon completion of the task order.

##### **Task 1: Monthly Progress Report**

Due to EPA HQ on the 20th of each month

##### **Task 2: Subtask 1**

QA Letter - Due 20 business days after receipt of HRS package for a one pathway site plus an additional 5 business days for each additional pathway

Subtask 2

Teleconference Call Notes - Due within 3 business days following conference call

Subtask 3

Site Packages - Due within 5 business days following completion of QA review

Subtask 4

1. Support for NPL Rule Publication - Governor/State concurrence letter tracking report shall be submitted to EPA on the 25th (or closest business day) of each month.
2. Other NPL rule publication support activities should be completed at least one week prior to NPL rule publication.
3. Congressional letters shall be submitted at least one week prior to NPL rule publication.

**Task 3:** Technical Support Documents - Due upon completion and in accordance with schedule arranged with EPA TOM and HQ RC. The report summarizing the issues discussed on each site shall be due 5 business days after conclusion of the trip.

**Task 4:** Subtask 1

Status Meeting - Meeting upon request of EPA TOM by TD, within 3 business days.  
Contact with EPA HQ RCs - Weekly (if HRS packages are being reviewed)

Subtask 2

Pre-Rule Briefings - No later than 10 business days prior to publication of proposed rules

Subtask 3

Post-Rule Meetings - On the day of rule publication unless directed otherwise by TD.

Subtask 4

Monthly Status Report - Due by the last business day of each month in electronic format

Subtask 5

Contractor shall attend HRS and NPL-related conferences at EPA's request. A TD will be issued at least 16 calendar days prior to conference

**Task 5:** As specified in TD. Due between 1 and 14 days from issuance of TD depending on complexity of request.

**Task 6:** Will be specified in TD, but due generally 12 days from issuance of TD, depending on site.

**Task 7:** Subtask 1: Reporting Requirements

- a) HRS Documentation Record Project Milestones status report, one report per site -

- Original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month
- b) Overall HRS Documentation Record Project Milestones status report, original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.

Subtask 2: Prepare Standard Operating Procedure

- Draft SOP - Due 10 business days after issuance of Task 7.
- Final SOP - Due 3 business days after receipt of EPA comments.

Subtask 3: Headquarters, Regional and State/Tribal Meetings

- a) Regional Meetings:
- a.1.) First Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- a.2.) Site Visit - Will be directed verbally by the Regional NPL Coordinator during the Regional visit.
- a.3.) Second Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- b) Trip Report or Trip Conference Call - As directed by the Regional NPL Coordinator. Trip reports are due 5 business days after trip.
- c) Miscellaneous Headquarters Meetings/Conference Calls - Will be clarified in a TD.

Subtask 4: Prepare Draft HRS Documentation Record

Subtask A: Review Information, Prepare Preliminary HRS Score

- Prepare site score approval form - Due 10 business days after issuance of Task 7.
- Scoping conference call - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).
- Electronic copy of preliminary HRS score for the site and writeup - Due within 10 business days after receipt of Regional site package.
- Prepare revised preliminary score - Due within 10 business days after receipt of EPA comments. [Note: Total time for preparation of preliminary score and, if required, revised preliminary score, is not to exceed 10 business days excluding EPA comment time.]

Subtask B: Prepare Draft HRS Package

- Original and one copy of draft HRS scoring package *without* supporting references - Due to Headquarters within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on

hold waiting for data from the Region. Specific due date will be clarified in a TD. (The standard for preparation of the draft HRS package is 20 days.)

- One copy of draft HRS scoring package *with* supporting references - Due to Regional NPL Coordinator within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for Regional data. Requirements for more than one copy of package for the Region will be clarified in a TD.
- Meet with Regional NPL Coordinator to discuss draft HRS Documentation Record package - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- Conference calls with Region, State/Tribe, Regional contractor, EPA Headquarters, and Headquarters contractor - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).

**Subtask C: Prepare Final HRS Documentation Record Package**

- Conference Calls - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).
- Final HRS Documentation Record Package - Due 5 business days after completion of Subtask B, not counting days contractor is on hold waiting for Regional data. Final deliverable to include all components spelled out in Subtask C.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor**

- a) List of all documents being transferred; send file to Headquarters Regional Coordinator for transfer to second contractor for QA - Due two business days after receiving written instruction from the Regional NPL Coordinator.
- b) Transfer files to Headquarters Regional Coordinator after site is proposed for re-transfer to preparer of the site package - Due 10 business days after site is proposed.

**Task 8: Analyze HRS Issues**

Work will be initiated with TD. Draft HIRG analyses are due 5 business days after receipt of the TD announcing the date of the HIRG conference call. Records of discussion, including draft resolution, are due 5 business days after the HIRG call. The TM will review the draft and provide comments or corrections; final resolution writeups are due 2 business days following receipt of TM comments.

**Task 9: Update of SCDM Values**

Will be specified in TD, but due generally 14 days from issuance of TD, depending on chemical.

## **5.CONTRACTOR PERFORMANCE**

During the first option year, the contractor will be rated twice. The first will be after six months, the second at the end of the option year. Rating will be in accordance with the attached contractor performance report (Attachment 4).



## **APPENDIX A**

### **EPA Task Order Manager (TOM):**

Has overall responsibility for monitoring contractor performance on Task Order; also provides written technical direction.

### **Task Monitors:**

**Regional NPL Coordinators:** Also known as Regional Technical Contact (in lieu of Regional NPL Coordinator). The Headquarters contractors will interface principally with the Regional NPL Coordinator and will take their direction on the preparation of the HRS Documentation Record package from the NPL Coordinator. The NPL Coordinator will also be responsible for reviewing the monthly progress report, verifying and ensuring the work was performed, and certifying the payment of charges reflected in the financial statements.

**Headquarters Regional Coordinator:** The Headquarters Regional Coordinator is responsible for clarifying policy and guidance issues (HRS Issue Resolution) during preparation of the HRS package. Also responsible for preparing for the EPA TOM's signature all technical direction required for sites in his/her Region(s).

**Review of Revised HRS Scoring Package  
For Proposal \_\_\_\_\_**

Site Name:	Region:
Location:	Preparer:
Site Score:	
# pathways:	

**I. Site Description and General Comments**

**II. Cross-Cutting Issues**

**III. Technical Issues by Pathway**

- A. Likelihood of Release
- B. Waste Characteristics
- C. Targets

**IV. Documentation Issues**

**V. Listing Policy Issues**

**VI. List of Guidance Questions Raised by the Region**

**VII. List of Site-Specific Model Implementation and Policy  
Issues**

**VIII. List of Significant PA/SSI/LSI Guidance Information (e.g., unique field data collection  
approaches; background information sources)**

**QA GUIDELINES FOR STREAMLINED HRS PACKAGES**

**Purpose**

To speed up the listing process by concentrating on key components of score, and to ensure the review will be adequate to support the listing decision.

**Steps**

1. Perform a preliminary review of the HRS documentation record, narrative and score sheets to identify the critical or key scoring/policy factors. Ensure minimum partial attribution if needed for key factors.
2. Ensure proper HRS values have been assigned to critical information.
3. Review reference citations and analytical data for the critical or key scoring factors. Identify any key factor concerns to HQ.
4. Perform low level review of entire document once for any glaring errors not associated with critical scoring factors. This includes math calculation errors, internal inconsistencies, and repetitious materials. Check reference list to make sure it matches the references identified in the HRS documentation record.
5. Prepare QA letter.
6. Identify which parts of this review took the most time.

**Files to be Submitted to the Contractor by the EPA Regions**

As necessary, depending on site-specific scoring factors.

- Data, including
- Form 1's
- QA memos
- Lab communications
- Sample plan
- Field notes/logs
- Original field photos
- Chain of custody/sample tracking forms
- Well logs (of wells sampled)
- Containment information for all sources
- Wind direction information (for air pathway)
- Quantity information
- USGS maps
- NWI maps (if wetlands present)
- Well logs (for potential targets)
- Fishery information
- Population information (for all targets)
- Aquifer information (for groundwater pathway)
- Watershed information (for surface water pathway)
- Sensitive Environment target information

**Attachment #4**

**Contractor Performance Report**

Task Order #: 2

Task Order Name: Support for NPL Updates

Contractor:

Task Order Manager (TOM):

Project Officer (PO): Mary Ann Rich

Contracting Officer (CO): Jeanne Poovey

Contract #:

Phone # (703) 603-

Phone #: (703) 603-8825

Phone #: (202) 564-4464

Performance Period: From: March 6, 1999

To: March 5, 2000

Contractor Performance Evaluation Prepared by: ☐ TOM ☐ PO ☐ CO

Overall Performance Rating:

☐ Unsatisfactory (1) ☐ Satisfactory (2) ☐ Exceeds Expectations (3) ☐ Outstanding (4)

Brief description of scope of work:

Overall Performance Evaluation:

Unusual problems/occurrences affecting contractor performance:

Evaluator Signature:

Date:

**PROJECT PLANNING**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to set schedules and priorities for the accomplishment of work under the TO.
- Regular and effective communication with Agency personnel and provision of information to enable Agency personnel to keep abreast of progress.
- Compliance with contract and TO requirements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**TECHNICAL COMPETENCE & INNOVATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Technical quality of deliverables.
- Effectiveness and thoroughness of analysis.
- Ability to meet work plan goals and objectives.
- Creativity and ingenuity in approach.
- Adherence to regulations, procedures & guidelines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**SCHEDULE & COST CONTROL**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Development & maintenance of planned schedules and budgets for deliverables.
- Ability to minimize and control the cost.
- Elimination of duplication of effort.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Timeliness of deliverables.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **RESOURCE UTILIZATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Effective use of resources.
- Suitability of staffing, recruiting & training of personnel.
- Appropriateness of professional mix to ensure quality of work while minimizing cost & time expenditures.
- Ability to effectively manage consultant/subcontractor costs and resources and eliminate cost duplication by consultants/subcontractors.
- Ability to assure contract compliance by subcontractors.
- Adherence to subcontracting plan.
- Ability to monitor consultants/subcontractor performance effectively.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **MONTHLY PROGRESS REPORT**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Timeliness of monthly progress report.
- Clarity and thoroughness of reports & documents.
- Accuracy and completeness of data.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **EFFORT**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to identify and resolve problems.
- Thoroughness in dealing with all aspects of the project/program.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **COOPERATION WITH OTHER NPL CONTRACTOR**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Level of cooperation with other NPL contractor.
- Forthcoming with information, lessons learned, etc.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **SMALL & SMALL DISADVANTAGED BUS. UTILIZATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Actions taken to develop technical & corporate administrative expertise of small businesses and SDBs.
- Extent of firm's participation in the Mentor-Protégé program.
- Extent protégé(s) met development objectives in agreements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**Overall Rating:**

**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4**

**ATTACHMENT B**

**REQUEST FOR OFFER**

**TASK ORDER NUMBER:**               3-002

**PERIOD OF PERFORMANCE**    March 6, 2001 - March 5, 2002

**TASK ORDER TITLE:**         Support for NPL Updates

**TASK ORDER MANAGERS:**     Yolanda Singer (DynCorp I&ET)

**PROJECT OFFICER:**          Mary Ann Rich, (703) 603-8825

**1.     BACKGROUND**

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enacted in 1980, and amended by the Superfund Amendments and Reauthorization Act (SARA), provide the Federal Government broad authority for responding to the dangers posed by uncontrolled releases of hazardous substances, pollutants, and contaminants. The Environmental Protection Agency (EPA) responded by developing the Hazard Ranking System (HRS), which is a scoring system used to establish the National Priorities List (NPL). On December 14, 1990 (55 FR 51532), EPA revised the HRS, as required by SARA. The revised HRS became effective on March 14, 1991. It is a more comprehensive and accurate scoring system than the original HRS and may add new types of sites to the NPL.

The State, Tribal, and Site Identification Center (ST/SI) in OERR is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, and proposing and finalizing them to the NPL.

**2.     PURPOSE:**

This Task Order (TO) provides technical support to EPA in the Agency's review of sites that are candidates for the NPL updates under the revised HRS. The purpose of the technical review, known as the Quality Assurance (QA) review, is to ensure that the technical basis used to support a site listing decision is consistent with the revised HRS rule as defined in the December 14, 1990 Federal Register, as well as EPA's technical guidance.

### **3. SCOPE OF WORK:**

**Task 1: Prepare and submit the information outlined in this request for offer and a cost proposal corresponding to the work outlined in this task order.**

**[Include this task in each regional technical and cost proposal]**

During the period of performance for this Task Order, the contractor shall conduct task order monitoring of the LOE and expenditures **at the task level**, quality assurance and management activities, including preparation of the monthly progress report, under this task. The monthly progress report shall be itemized site-specifically and include personnel names and hours utilized on each site.

**Task 2: QA Review**

**[Include Subtasks 1 - 3 only of this task in each regional technical and cost proposal]**

The EPA Headquarters Regional Coordinator (HQ RC) will provide the contractor with HRS Documentation Record packages following submittal to HQ by the EPA Regions. The contractor shall review the HRS packages to ensure that the HRS is properly and consistently applied. The contractor shall identify site package data gaps and shall support EPA in evaluating the adequacy of documentation supporting site scores to assure that the packages have the best chance of meeting legal challenges.

**Priorities for QA:** Upon receipt of each HRS site package, the contractor shall make a **qualitative assessment** of the major pathways and/or factors contributing most significantly to the overall risks/score as posed by the site, and prioritize the issues in terms of risk/contribution to score. The contractor shall then discuss this assessment with the HQ RC. If the contractor is uncertain of the level of review for pathways not contributing greatly to the overall score, they shall raise these concerns to the HQ RC. The contractor shall conduct the QA review based on the priorities identified by the EPA HQ TOM and in coordination with the HQ RC.

The contractor shall ensure that major contributing factors are technically defensible. The proportion of time spent during the QA review shall reflect the relative importance of the pathways and/or factors. The QA review shall be conducted for all information submitted in the HRS package, but the time taken to review portions of the package not contributing significantly to the overall site score shall be a small fraction of the time taken to review the significant portions of the site package.

**Subtask 1 - QA Letter:** After completion of QA on an HRS site package, the contractor shall prepare a QA letter for each one reviewed. If major issues arise, the contractor shall discuss them with the Regional NPL Coordinator and the HQ Regional Coordinator prior to submittal of the QA letter. The purpose of this letter is to provide Headquarters and the Region with written comments on problems or weaknesses in site HRS packages. These letters should be comprehensive, such that once all problems cited in the letter are



addressed, the site package will be ready to pass QA (in absence of new QA issues). Before the QA letter is sent, if there are unresolved issues, the contractor shall prepare a synopsis of the issues, with recommendations on how to resolve them. Upon completion, each QA letter shall be sent to the appropriate HQ RC (who serves as task monitor), with copies going to the appropriate EPA NPL Coordinator in the region, and the EPA TOM. The NPL Coordinator will then make the necessary changes to the HRS package and resubmit the revised HRS package to the contractor. There may be several rounds of QA letters and resubmissions. After all issues are addressed and only editorial concerns remain, the contractor shall provide the Region with a "redlined" version showing the proposed corrections. Once the Region has signed off on these corrections, the contractor shall make these corrections, producing a final version the HRS Documentation Record. The format of QA letter shall be consistent with the outline of Attachment #1.

**Subtask 2 - Conference Calls:** Following issuance of QA letter, a member of the contractor's QA team shall participate in conference calls when necessary with EPA HQ and the Regions to clarify issues and discuss areas of disagreement. The frequency of the conference calls shall be based on the need. This frequency will vary by Region and number of packages undergoing QA. The contractor's QA team member designated to a particular Region shall be responsible for reviewing site packages and discussing QA issues during the conference call and shall have responsibility for reviewing the same site packages during any subsequent formal QA of the site package that takes place. The contractor shall provide the HQ RC, the NPL coordinator in the Region and the EPA TOM with conference call notes (telecons) within 3 days following the call.

**Subtask 3 - Submission of Site HRS Packages for EPA Approval:** When QA review is complete, all issues have been addressed, and the HRS package is ready for proposal to the NPL, the contractor shall assemble final site packages for submission for final EPA approval. The final package shall include: narrative summary, pathway score sheets, and HRS documentation record. The contractor shall be responsible for ensuring that the narrative summary reflects any changes in the package resulting from QA review. The final package shall be delivered to the EPA TOM.

**Subtask 4 - Support for NPL Rule Publication:**

**[This subtask will be competed between the two contractors and awarded to one only. Do not include in the regional proposals; prepare a separate technical and cost proposal for this subtask]**

The contractor shall support activities related to NPL rule publication. Since this subtask includes all sites and is thus not region-specific, the work is assigned to a single contractor. These activities include:

1) Tracking concurrence letters from States and Governors to help EPA determine a site's eligibility for proposal to the NPL (the EPA TOM, NPL Coordinator, or HQ RC will

forward these letters to the contractor. The contractor shall maintain a Governor/State concurrence letter tracking report).

2) Preparing public information documents including site narrative summaries and introductory information on "Description and Auxiliary Information" documents.

3) Preparing draft form letters which shall be delivered in electronic format to the EPA TOM for members of Congress so that EPA may notify them of the Agency's intent to propose or add sites to the NPL that are in their State or Congressional District. EPA will provide the contractor with a list of Representatives prior to preparation of the correspondence.

#### **Subtask 5 - Deep QA**

**[Include this subtask in region 4 and 5 technical and cost proposals only]**

Under certain cases where EPA perceives a high risk of litigation regarding a site, EPA may task the contractor to perform one or more of the following assignments:

**(1) Review Sampling Documentation and Procedures**

(a) Review sampling logbooks and primary sampling reports (e.g., ESIs, RI/FSs, etc.) from cover to cover to ensure that documentation is accurate/consistent for key samples and key sample locations, and that sample location maps are consistent with sample location descriptions.

(b) Review whether field standard operating procedures (SOPs) for collection of critical samples were documented in the HRS package and whether, based on information presented in the HRS package (e.g., logbooks, primary sampling reports), SOPs were followed. Request sampling SOPs and sample plans, as needed.

(c) Review chain of custody forms to ensure that samples are consistently identified (or adequate information is provided to definitively cross-walk sample IDs).

**(2) Review Data Quality**

(a) Review chain of custody forms to ensure that holding times were met. Review sample handling procedures and sample preservation and identify field duplicates.

(b) Evaluate whether adequate QC samples (field blanks, duplicates, etc.) were collected.

(c) Review laboratory reports and/or data validation reports/procedures to identify deviations from laboratory QC guidelines. In cases where deviations from

sample handling procedures or laboratory QC guidelines are apparent review whether either: 1) deviations are accounted for through data validation; or 2) adequate information is provided in the HRS package to validate the data, if necessary. Review whether analytical data are adjusted according to HRS policy.

**(3) Ensure Package Integrity**

(a) Examine information included in references with the HRS package but not used in scoring to identify issues that could be raised during response to public comments or that could contradict the scoring strategy.

(b) Ensure that documentation included in the HRS package (e.g., maps, field logbooks, etc.) is adequate to characterize and/or rule out contributions from other potential sources in the area. **For cost estimation purposes, the contractor shall assume each "deep QA" will require 300 hours.**

**Task 3: Technical Assistance**

**[Include this task in each regional technical and cost proposal]**

**Subtask 1- Trips to Regions.** The contractor shall travel to the Region in response to special requests for pre-HRS and HRS technical support. The contractor's QA team member designated to a particular Region or site, or a contractor representative with experience in an area of particular interest to the Region, shall provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package. Should the HQ RC not be present in the Region, the QA team member shall contact him/her if issues arise during the visit that need immediate resolution. The cost of these trips shall be charged site-specifically. Upon return from a Regional trip, the contractor shall prepare a report summarizing the issues on each site discussed during the trip. The report shall include any issues that need to be resolved by EPA Headquarters in order to enable the Region to proceed with preparation or revision of the HRS Documentation Record package. Should the assistance involve a site visit, the contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. See Task 7, Subtask 3(a)(4) re training requirements.

**Subtask 2- Conference Calls.** Technical support could also include review of site investigations or sampling plans or participation in site screening discussions. Such support does not necessarily require a trip to the Region; discussion of technical review and consultation can be achieved through conference calls and review of written materials. Technical assistance will be tasked via technical direction by the EPA TOM. The contractor shall prepare a report summarizing the issues on each site discussed during the conference call.

**Task 4: Meetings and Consultation with St/SI Center:** This Task is being awarded to both contractors.

**[Include this task in each regional technical and cost proposal]**

The contractor shall support EPA as follows:

**Subtask 1- Status Meeting:** As requested by the EPA TOM in a TD, the contractor shall attend meetings with EPA on the status of NPL Updates at EPA HQ. These meetings will be infrequent (up to 2 per year) since most status updates are easily conducted by phone. However, such meetings may be necessary prior to Federal Register publication. Meetings, as appropriate, shall be held between the contractor's QA team and the HQ RCs. In addition, the designated contractor's Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

**Subtask 2 - Pre-Rule Briefings:** Prior to submittal of final QA packages, the contractor shall brief HQ on politically or technically sensitive candidate sites for the update. During this meeting, the contractor shall raise unresolved and outstanding QA issues, if any. The contractor shall estimate six briefing events for EPA management during Option Year Three.

**Subtask 3 - Post-Rule Meetings:** Meetings shall be conducted between both QA contractors and EPA HQ staff to discuss issues that arose for sites in each rule and lessons learned. These discussion may include either site-specific issues or more general concerns including policy, timing or coordination issues. These meetings will take place at EPA HQ. The date will be clarified in TD. These meetings will not be held for one-site rules unless directed by TD. The topics for discussion are due to HQ three business days prior to the meeting. After the meeting, the contractor shall prepare meeting notes on issues it has initiated. Each contractor shall consolidate the meeting notes for two of the four rules during the option year (MNG, Rules 1 and 3; DynCorp, Rules 2 and 4).

**Subtask 4 - Status Report:** Each month a report on the status of all sites shall be delivered to the EPA TOM who will distribute to the Center Director and HQ RCs. The report shall be delivered on the last business day of each month unless specified otherwise by the EPA TOM. This report shall be delivered to the EPA TOM in electronic format. After comment or concurrence from the EPA TOM (approximately 3 days following delivery date of status report), the contractor shall send an updated status report to the NPL Coordinators in each region.

**Task 5: Research and Analysis of HRS Documentation Records**

**[This task is being awarded to both contractors. Do not include in the regional proposals; prepare a separate technical and cost proposal for this task]**

The contractor shall respond to up to six special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may range from 2 hours to 200 hours. This research and analysis may be in response to inquiries from Congress, other government agencies or EPA management or may be in support of reauthorization activities. This research and analysis could apply to all sites proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS Documentation Records to further narrow down the subset of sites (for example, finding all sites listed based on contaminated sediments). This research and analysis will be requested in a TD by the EPA TOM. **For cost estimation purposes, the contractor shall estimate 40 hours of research and analysis per request (total 240 hours).**

#### **Task 6: Streamlined QA of HRS Documentation Records**

**[Include this task in Region 1 and 6 technical and cost proposals only]**

The contractor shall perform a streamlined QA on HRS Documentation Record packages. This review is designed to address major issues and ensure a supportable score, but not provide some of the QA details needed for more complicated sites. Sites are typically one pathway. Streamlined QA review will be tasked by the EPA TOM via technical direction on a site-specific basis. The TD will include guidance for performing the QA for that specific site but will follow generally the format in the attached SOP (Attachment 2).

#### **Task 7: Preparation of the HRS Documentation Record**

**[Include this task in Region 2, 4, 5, 6, 7, 8 and 9 technical and cost proposals only]**

The contractor shall prepare HRS documentation record packages for sites being proposed to the NPL. Using the best available and most recent data and appropriate references provided by the Regions, States, and Tribes, the contractor shall document the sources of contamination at a site using the HRS and determine whether the site exceeds the EPA cut-off score. The HRS documentation shall meet EPA quality requirements before the package is submitted to the Agency. The contractor shall interface principally with the Regional NPL Coordinator for the preparation of the HRS Documentation Record package. The contractor shall also coordinate preparation of the HRS package with the EPA Task Order Manager, the EPA Headquarters Regional Coordinators, the Regional Site Assessment Manager as appropriate, and the Regional contractor, or State/Tribal personnel with knowledge of the site, in order to ensure that it meets the quality requirements. Both the Regional NPL Coordinator and the EPA Headquarters Regional Coordinators will serve as Task Monitors on Task 7. Roles and Responsibilities, including lines of communication and authority for participants in this work, are outlined in Appendix A.

The contractor shall perform all tasks in accordance with specifications provided in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991; with EPA policy, EPA guidance documents provided by EPA; and in

accordance with the specification provided in 40 CFR Part 300, Appendix A (HRS final rule, December 14, 1990). At no time shall the contractor perform Response Action Contract work (e.g., performing or analyzing sampling data, direct specific sampling locations or events). Any questions concerning such possible work shall be referred to the Project Officer. All work performed under Task 7 shall be charged site-specifically.

#### **Subtask 1 - Reporting Requirements**

a) The contractor shall prepare an *HRS Documentation Record Project Milestones* status report for each site assigned. The milestone update report shall include: site name, milestones, problems encountered, anticipated EPA activities for the coming month, cost expenditures to date, and contractor personnel preparing the Documentation Record. The report shall also include a paragraph that summarizes the meeting with the Region, State, or Tribe and one that succinctly describes the site.

b) In addition, the contractor shall complete an overall HRS Documentation Record Milestones status report to track key milestones on all sites under Task 7. This report shall include: Regional meeting date, date that draft HRS score was calculated, date of conference calls for all parties to resolve comments, date the draft HRS documentation record is due, and date the final HRS documentation record is due.

The contractor shall submit the site-specific report and the overall HRS Documentation Record Milestones status report to the EPA Task Order Manager with copies each to the EPA Headquarters Regional Coordinator and to the Regional NPL Coordinator.

#### **Subtask 2 - Prepare Standard Operating Procedure**

The contractor shall prepare for EPA approval a Standard Operating Procedure (SOP) defining task activities for the project, corresponding schedules for preparation of the Documentation Record, staff assigned, and file transfer procedures. The SOP will be used to minimize the time and paperwork required to prepare site specific plans, and will identify and standardize the process for preparing the HRS Documentation Record.

#### **Subtask 3 - Headquarters, Regional and State/Tribal Meetings**

##### **a) Regional Meetings.**

1.) **First Regional Meeting.** At the request of the Regional NPL Coordinator, the contractor shall meet in the Region with EPA personnel, the Region's contractor, and with State or Tribal personnel to discuss site conditions, site listing issues and strategy preparatory to writing the Documentation Record and preparing the HRS site package. The Regional NPL Coordinator will provide the contractor with site files during these meetings. These Regional meetings may last up to five days including travel time, but typically last two or three days plus travel time. The EPA TOM will issue a TD for a Regional visit.

2.) Site Visit. As part of the Regional visit, the contractor, at the direction of, and with the Regional NPL Coordinator, shall perform a site visit, either as a "walk through" or site "drive-by" in order to better understand the sources, media of concern, and targets at the site. The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through (see Subtask 3 (a)(4) below). If OSHA requirements have not been met, the contractor shall limit this effort to a site "drive-by."

3.) Second Regional Meeting. At the request of the Regional NPL Coordinator, the contractor shall also participate in a second Regional meeting with EPA, the Regional contractor, and with State or Tribal personnel to discuss the draft HRS Documentation Record package and address all comments generated by Headquarters, the Region, the State or Tribe. The second Regional trip may last up to three days plus travel time, but typically will last one day plus travel time. The EPA TOM will issue a TD for a second Regional visit.

4.) Eight-Hour OSHA Training for Site Visits. The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. This has been defined by OSHA as an eight-hour refresher course. In addition, to ensure adequate protection, the contractor shall consult with Regional personnel to inquire about any possible risks posed at the site. The eight-hour training shall be billed to EPA.

5.) Hours Estimate to Prepare the HRS Documentation Record. For each site, the contractor shall prepare an estimate of total hours it anticipates will be required to prepare the HRS documentation record. The estimate is due five business days after the contractor has received site materials from the Region. (The cost estimate will have been factored in to the estimate submitted for each Region and awarded to the contractor for the Option Year.)

b) Trip Report. Upon return from Regional trips the contractor shall, at the direction of the Regional NPL Coordinator, either prepare a report summarizing the issues and site scoring approach, or hold a conference call summarizing the same. The purpose of the report is to ensure that both EPA and the contractor are in agreement with issues and approaches to writing the documentation record. The report shall include any issues that need to be resolved by EPA Headquarters.

c) Miscellaneous Headquarters Meetings/Conference Calls. Throughout the development of the HRS Documentation Record package, the contractor shall consult with EPA Headquarters (TOM and Regional Coordinator). Such meetings or conference calls may be held in lieu of trips to the Region and will involve conference calls with the NPL Regional Coordinator and possibly the Regional contractor and State/Tribal personnel. The contractor shall plan to meet with EPA as required to discuss the site or resolve issues concerning the preparation of the HRS Documentation Record package.

Specifically, the contractor shall plan to participate in the following meetings:

- Preliminary HRS scoring meeting to discuss the site, scoring scenario, and any site scoring weaknesses, after the draft HRS score is developed and delivered to EPA; and
- QA review meeting, after EPA Headquarters, the Region, and State/Tribe have reviewed the first draft of the Documentation Record.

For planning purposes, the contractor shall estimate it will be tasked to participate in up to ten conference calls and two additional meetings per site package (for a total of four meetings). All conference calls and meetings will be tasked by the EPA TOM via TD.

#### **Subtask 4 - Prepare Draft HRS Documentation Record**

##### **Subtask A: Review Information Generated by Region and State or Tribe; Prepare a Preliminary HRS Score.**

The contractor shall prepare a site score approval form for use in this subtask.

The Regional NPL Coordinator will provide the contractor with site files that will be needed to prepare the HRS Documentation Record package. Typically, the site files will be sent to the contractor, although there may be a requirement to have the contractor travel to the Region to consult on the site prior to file transfer in which case the Regional NPL Coordinator will transfer the files at the time of this consultation. The site files will generally contain the following: background information on the site (e.g., waste type and quantity, observed release information, receptors); a site characterization form; PA, SI reports and score sheets; ESI, RI, and all validated analytical data; all relevant investigations (e.g., PRP studies, studies by other Agencies); CERCLIS printouts; maps (topographic, geologic, etc.); all references to support the preliminary score; and all other pertinent information necessary to prepare the Documentation Record package (see list at Attachment 3). In the event the files are incomplete, the contractor shall notify the EPA TOM, Headquarters Regional Coordinator, and the Regional NPL Coordinator.

The contractor shall review the site files. The contractor shall participate, at the Regional NPL Coordinator request, in a scoping conference call to discuss the site. Participants will include the EPA TOM and/or the Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor. These calls will generally take place after file review, although it may take place prior to file review. The timing of the call will be established by the Regional NPL Coordinator.

If a preliminary HRS score for the site has not been prepared by the Region, the contractor shall prepare one. Preparation of a preliminary HRS site score shall be limited to a cursory review of the files to arrive at a tentative site score. (Cursory is



defined as an effort consisting of the rationale and explanation for the overall approach, i.e., pathway and sources chosen and scoring values which show that the use of those factors will result in a score greater than 28.5.) The contractor shall prepare a brief writeup with the rationale for scoring approach and the specific sources identified. The primary activities under Subtask A are document organization, review, and project planning. Specifically, the contractor shall perform the following background work:

- Review existing file information and summarize analytical data and site reports (PA, SI, ESI, RI).
- Compute a preliminary HRS score using the PREscore software program (SUPERScreen program when released) or word perfect score sheet, and the most recent version of the Superfund Chemical Data Matrix.
- Identify data gaps to the Regional NPL Coordinator who will be responsible for obtaining additional HRS information concerning sensitive environments, targets, or any other HRS factors needed to close these gaps. The Headquarters contractor shall limit its effort in filling data gaps to information that is publicly available (e.g., obtaining copies of U.S. Geological Survey and NWI maps, census information, public wells information, etc.).

The contractor shall submit an electronic copy of the score sheet with draft HRS score, the brief writeup with the rationale for scoring approach, and the specific sources identified to the EPA TOM, the Regional NPL Coordinator, and the Headquarters Regional Coordinator for comment. These individuals will provide their comments, if any, within ten business days to the EPA contractor. The contractor shall address all comments. Should EPA comments conflict, the Headquarters Regional Coordinator will arrange for a conference call to resolve the issue. The contractor shall submit an electronic copy of the revised preliminary score to the EPA TOM, Regional NPL Coordinator, and Headquarters Regional Coordinator. The Regional NPL Coordinator copy will indicate approval/acceptance of the preliminary score and/or scoring strategy by signing a site score approval form which will have been submitted by the contractor, along with the draft score sheet, and returning it to the contractor. If at any time during the HRS scoring process the site score appears to be less than 28.5 or the contractor believes there are scoring weaknesses or a fatal flaw in available data (e.g., data quality, targets, etc.), the contractor shall report such findings to the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator and await instruction. In addition, the contractor shall also inform the EPA TOM if it is aware of any other factors which may warrant EPA clarification concerning proceeding with the HRS Documentation Record preparation. The Regional NPL Coordinator, together with the EPA TOM and Headquarters Regional Coordinator, will decide how to proceed on the site. The EPA TOM will instruct the contractor on next steps. If at any time additional *sampling* data needs are identified, the contractor shall notify the same three individuals and await instruction. *The Regional NPL Coordinator will task the Regional contractor or State/Tribe to conduct the sampling required to fill data gaps.*

#### Subtask B: Prepare Draft HRS Package

The contractor shall prepare and submit to the EPA TOM an original plus one copy for Headquarters Regional Coordinator of a draft HRS scoring package *without* supporting references. The contractor shall also submit a copy of the draft HRS scoring package *with* all supporting references to the Regional NPL Coordinator. The Regional NPL Coordinator is responsible for quality control of the HRS package as specified in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991. The contractor shall work with the NPL Coordinator in each Region to clarify the Region's documentation record style preference (e.g., submitted in a binder, tabbed, etc.)

The contractor may be required to travel to the Region to further consult with the Regional NPL Coordinator to discuss the draft HRS documentation Record during this phase of the work. (See Subtask 3, (A) (3), Second Regional visit.) Travel during this phase of the work shall be charged to that subtask.

If comments result in the need to collect additional desktop data or review existing data in more detail, the contractor shall collect the necessary information needed to fill the HRS data gaps and/or review additional data obtained from the Regional NPL Coordinator. The contractor shall follow the same restrictions for this work as identified in Subtask 4, Subtask A, above. Should additional sampling be recommended, the contractor shall notify the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator of this need. The NPL Regional Coordinator will be responsible for tasking the Regional contractor or State/Tribal personnel to conduct the sampling if it is required. Sampling work will be performed exclusively by the Regional contractor or State/Tribal personnel.

For planning purposes the contractor shall estimate it shall participate in at least two conference calls during this phase of the work and complete two rounds addressing Headquarters, the Region and State/Tribal comments.

#### Subtask C: Prepare Final HRS Documentation Record Package

After the contractor has completed all appropriate modifications, it shall submit an original of the final HRS Documentation Record package to the EPA TOM, plus one copy for the EPA Headquarters Regional Coordinator. *Neither* shall include references, unless specified otherwise in a TD. The contractor shall also submit one copy of the final HRS Documentation Record package, *with* references, to the Regional NPL Coordinator.

The contractor shall be prepared to participate in conference calls to address any residual comments or answer questions generated by the Region, State/Tribe, or Headquarters concerning the final HRS Documentation Record package. The Region, State/Tribe shall submit those comments in writing to the contractor, with copies to the

Headquarters Regional Coordinator, for incorporation in the HRS package.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor for QA**

a) The package preparer shall prepare a list of all documents being transferred to the second contractor. After EPA approval of the HRS Documentation Record package and at the written instruction of the Regional NPL Coordinator, the contractor that prepared the HRS Documentation Record package shall transfer the package via the Headquarters Regional Coordinator to the second HRS contractor who will perform QA on the HRS Documentation Record package.

b) After QA is completed by the second HRS contractor and the site has been proposed to the NPL, the contractor having performed QA shall re-transfer the site file via the Headquarters Regional Coordinator to the contractor who prepared the package. The contractor shall ensure that all files transferred under a) above are included in the file.

### **Task 8: Analyze HRS Issues**

**[Do not include in the regional proposals; prepare a separate technical and cost proposal for this task]**

This task comprises analyses of technical and policy issues regarding the HRS and site assessment. These issues may be identified and resolved via the HRS Issues Resolution Group (HIRG) or through other means, as needed. Resolutions serve as interim HRS guidance until the policies are incorporated into formal HRS guidance documents. **For cost estimation purposes, the contractor shall estimate a total of 50 hours.**

**HRS Issues Resolution Group.** When issues that are not specifically or clearly addressed in existing guidance surface during the contractor's preparation or QA review of an HRS package, the contractor shall be tasked via written TD to prepare a HIRG analysis and present the issue to the HIRG. (The HIRG comprises the TM, the Headquarters NPL coordinators, as well as representatives from both MNG and DynCorp.) For planning purposes, the contractor shall estimate that it shall be responsible for three HIRG analyses for your Regions, and also participate in another three issues addressed by the second contractor. The lead contractor is responsible for all research and write-up. Where the contractor is not lead, participation means attending a meeting or participating in a conference call where the issue is discussed and offering solutions or past experiences from other sites relevant to the case, as appropriate.

The analyses shall be concise and, where applicable, shall provide the following information:

- Considerations affecting a decision.
- Several options for resolving the issue.
- Advantages and disadvantages of different options.
- Recommended approach with rationale for recommendation.
- Estimated percentage of sites affected by issue (if requested by the TM).

The contractor shall provide electronic copies of draft HIRG analysis papers and supporting documentation to the TM and to each member of the HIRG. The HIRG then meets to decide the best way to resolve the issues. The contractor shall participate in each HIRG meeting and summarize all discussions. Following each HIRG meeting, the contractor shall finalize the resolution of each issue.

## **4.TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the EPA TOM with

three copies of all deliverables and drafts. Associated word processing disks compatible with OERR software must also be provided upon completion of the task order.

**Task 1: Work Plan and Cost Proposal**

Due date will be clarified in official Request for Offer (RFO)

**Monthly Progress Report**

Due to EPA HQ on the 20th of each month

**Task 2: QA Review**

**Subtask 1**

QA Letter - Due 20 business days after receipt of HRS package for a one pathway site plus an additional 5 business days for each additional pathway

**Subtask 2**

Teleconference Call Notes - Due within 3 business days following conference call

**Subtask 3**

Site Packages - Due within 5 business days following completion of QA review

**Subtask 4**

1. Support for NPL Rule Publication - Governor/State concurrence letter tracking report shall be submitted to EPA on the 25th (or closest business day) of each month.
2. Other NPL rule publication support activities should be completed at least one week prior to NPL rule publication.
3. Congressional letters shall be submitted at least one week prior to NPL rule publication.

**Subtask 5**

Deep QA - Will be specified in TD issued by EPA TOM.

**Task 3: Technical Assistance**

**Subtask 1**

Regional Technical Assistance Trips - Will be tasked in written TD issued by the EPA TOM. The report summarizing the issues discussed on each site shall be due five business days after conclusion of the trip.

**Subtask 2**

Technical Assistance Conference Calls - will be tasked in written TD issued by the EPA TOM..

**Task 4: Meetings and Consultation with St/SI Center**

**Subtask 1**

Status Meeting - Meeting upon request of EPA TOM by TD, within 3 business days.  
Contact with EPA HQ RCs - Weekly (if HRS packages are being reviewed)

**Subtask 2**

Pre-Rule Briefings - No later than 10 business days prior to publication of proposed rules

**Subtask 3**

Topics for Discussion for Post Rule Meetings - Due three business days prior to meeting.

Post-Rule Meetings - Held five business days after the rule publication, unless otherwise directed by TD issued by EPA TOM.

Meeting Notes - five business days after the meeting.

**Subtask 4**

Monthly Status Report - Due by the last business day of each month in electronic format

**Subtask 5**

Contractor shall attend HRS and NPL-related conferences at EPA's request. A TD will be issued by EPA TOM at least 16 calendar days prior to conference

**Task 5: Research and Analysis of HRS Documentation Records**

As specified in TD issued by EPA TOM. Due between 1 and 14 days from issuance of TD depending on complexity of request.

**Task 6: Streamlined QA of HRS Documentation Records**

Will be specified in TD issued by EPA TOM, but due generally 12 days from issuance of TD, depending on site.

**Task 7: Preparation of the HRS Documentation Record**

**Subtask 1: Reporting Requirements**

- a) HRS Documentation Record Project Milestones status report, one report per site - Original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.
- b) Overall HRS Documentation Record Project Milestones status report, original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.

**Subtask 2: Prepare Standard Operating Procedure**

- Draft SOP - Due 10 business days after issuance of Task 7.
- Final SOP - Due 3 business days after receipt of EPA comments.

**Subtask 3: Headquarters, Regional and State/Tribal Meetings**

- a) **Regional Meetings:**
  - a.1.) First Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
  - a.2.) Site Visit - Will be clarified in TD issued for a.1. above.
  - a.3.) Second Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
  - a.4.) Eight-hour OSHA training - Annual to ensure certification is current.
  - a.5.) Hours Estimate - Due five business days after the contractor has received site materials from the Region.
- b) Trip Report - Due five business days after trip.
- c) Miscellaneous Headquarters Meetings/Conference Calls - Will be clarified in a TD issued by EPA TOM.

**Subtask 4: Prepare Draft HRS Documentation Record**

**Subtask A: Review Information, Prepare Preliminary HRS Score**

- Prepare site score approval form - Due 10 business days after issuance of Task 7.
- Scoping conference call - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written

TD issued by EPA TOM.

- Electronic copy of preliminary HRS score for the site and writeup - Due within 10 business days after receipt of Regional site package.
- Prepare revised preliminary score - Due within 10 business days after receipt of EPA comments. [Note: Total time for preparation of preliminary score and, if required, revised preliminary score, is not to exceed 10 business days excluding EPA comment time.]

**Subtask B: Prepare Draft HRS Package**

- Original and one copy of draft HRS scoring package *without* supporting references - Due to Headquarters within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for data from the Region. Specific due date will be clarified in a TD issued by EPA TOM.. (The standard for preparation of the draft HRS package is 20 days.)
- One copy of draft HRS scoring package *with* supporting references - Due to Regional NPL Coordinator within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for Regional data. Requirements for more than one copy of package for the Region will be clarified in a TD issued by EPA TOM.
- Meet with Regional NPL Coordinator to discuss draft HRS Documentation Record package - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- Conference calls with Region, State/Tribe, Regional contractor, EPA Headquarters, and Headquarters contractor - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written TD issued by EPA TOM.

**Subtask C: Prepare Final HRS Documentation Record Package**

- Conference Calls - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written TD issued by EPA TOM.
- Final HRS Documentation Record Package - Due 5 business days after completion of Subtask B, not counting days contractor is on hold waiting for Regional data. Final deliverable to include all components spelled out in Subtask C.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor**

- a) List of all documents being transferred; send file to Headquarters Regional Coordinator for transfer to second contractor for QA - Due two business days after receiving written instruction from the Regional NPL Coordinator.



- b) Transfer files to Headquarters Regional Coordinator after site is proposed for re-transfer to preparer of the site package - Due 10 business days after site is proposed.

**Task 8: Analyze HRS Issues**

Work will be initiated through TD issued by EPA TOM. Draft HIRG analyses are due 5 business days after receipt of the TD announcing the date of the HIRG conference call. Records of discussion, including draft resolution, are due 5 business days after the HIRG call. The TM will review the draft and provide comments or corrections; final resolution writeups are due 2 business days following receipt of TM comments.

**5.CONTRACTOR PERFORMANCE**

During Option Year 3, the contractor will be rated twice. The first will be after seven months, the second at the end of the year. The first rating will be more formal in accordance with the attached contractor performance report (Attachment 4). The second will be a more limited, oral discussion between the two Task Order Managers, which will highlight the contractor's strengths as well as areas that may need attention.

## **APPENDIX A**

### **EPA Task Order Manager (TOM):**

Has overall responsibility for monitoring contractor performance on Task Order; also provides written technical direction.

### **Task Monitors:**

**Regional NPL Coordinators:** Also known as Regional Technical Contact (in lieu of Regional NPL Coordinator). The Headquarters contractors will interface principally with the Regional NPL Coordinator and will take their direction on the preparation of the HRS Documentation Record package from the NPL Coordinator. The NPL Coordinator will also be responsible for reviewing the monthly progress report, verifying and ensuring the work was performed, and certifying the payment of charges reflected in the financial statements.

**Headquarters Regional Coordinator:** The Headquarters Regional Coordinator is responsible for clarifying policy and guidance issues (HRS Issue Resolution) during preparation of the HRS package. Also responsible for preparing for the EPA TOM's signature all technical direction required for sites in his/her Region(s).

**Attachment #1**

### **Review of Revised HRS Scoring Package For Proposal \_\_\_\_\_**

Site Name:	Region:
Location:	Preparer:
Site Score:	
# pathways:	

#### **I. Site Description and General Comments**

#### **II. Cross-Cutting Issues**

#### **III. Technical Issues by Pathway**

- A. Likelihood of Release
- B. Waste Characteristics
- C. Targets

#### **IV. Documentation Issues**

**V. Listing Policy Issues**

**VI. List of Guidance Questions Raised by the Region**

**VII. List of Site-Specific Model Implementation and Policy Issues**

**VIII. List of Significant PA/SSI/LSI Guidance Information (e.g., unique field data collection approaches; background information sources)**

**QA GUIDELINES FOR STREAMLINED HRS PACKAGES**

**Purpose**

To speed up the listing process by concentrating on key components of score, and to ensure the review will be adequate to support the listing decision.

**Steps**

1. Perform a preliminary review of the HRS documentation record, narrative and score sheets to identify the critical or key scoring/policy factors. Ensure minimum partial attribution if needed for key factors.
2. Ensure proper HRS values have been assigned to critical information.
3. Review reference citations and analytical data for the critical or key scoring factors. Identify any key factor concerns to HQ.
4. Perform low level review of entire document once for any glaring errors not associated with critical scoring factors. This includes math calculation errors, internal inconsistencies, and repetitious materials. Check reference list to make sure it matches the references identified in the HRS documentation record.
5. Prepare QA letter.
6. Identify which parts of this review took the most time.

**Files to be Submitted to the Contractor by the EPA Regions**

As necessary, depending on site-specific scoring factors.

- Data, including
- Form 1's
- QA memos
- Lab communications
- Sample plan
- Field notes/logs
- Original field photos
- Chain of custody/sample tracking forms
- Well logs (of wells sampled)
- Containment information for all sources
- Wind direction information (for air pathway)
- Quantity information
- USGS maps
- NWI maps (if wetlands present)
- Well logs (for potential targets)
- Fishery information
- Population information (for all targets)
- Aquifer information (for groundwater pathway)
- Watershed information (for surface water pathway)
- Sensitive Environment target information

Attachment #4

**Contractor Performance Report**

Task Order #: \_\_\_\_\_ 3-002

Task Order Name: Support for NPL Updates

Contractor: \_\_\_\_\_

Task Order Manager (TOM): \_\_\_\_\_

Project Officer (PO): Mary Ann Rich

Contracting Officer (CO): Raoul Scott

Contract #: 68-W-98-105/6

Phone #: (703) 603-\_\_\_\_\_

Phone #: (703) 603-8825

Phone #: (202) 564-4742

Performance Period: From: March 6, 2001

To: March 5, 2002

Contractor Performance Evaluation Prepared by: ☐ TOM ☐ PO ☐ CO

Overall Performance Rating:

☐ Unsatisfactory (1) ☐ Satisfactory (2) ☐ Exceeds Expectations (3) ☐ Outstanding (4)

Brief description of scope of work:

Overall Performance Evaluation:

Unusual problems/occurrences affecting contractor performance:

Evaluator Signature:

Date:

**PROJECT PLANNING**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to set schedules and priorities for the accomplishment of work under the TO.
- Regular and effective communication with Agency personnel and provision of information to enable Agency personnel to keep abreast of progress.
- Compliance with contract and TO requirements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**TECHNICAL COMPETENCE & INNOVATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Technical quality of deliverables.
- Effectiveness and thoroughness of analysis.
- Ability to meet work plan goals and objectives.
- Creativity and ingenuity in approach.
- Adherence to regulations, procedures & guidelines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**SCHEDULE & COST CONTROL**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Development & maintenance of planned schedules and budgets for deliverables.
- Ability to minimize and control the cost.
- Elimination of duplication of effort.
- Timeliness of deliverables.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**RESOURCE UTILIZATION**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Effective use of resources.
- Suitability of staffing, recruiting & training of personnel.
- Appropriateness of professional mix to ensure quality of work while minimizing cost & time expenditures.
- Adherence to subcontracting/Mentor-Protégé plan.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**MONTHLY PROGRESS REPORT**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Timeliness of monthly progress report.
- Clarity and thoroughness of reports & documents.
- Accuracy and completeness of data.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**EFFORT**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to identify and resolve problems.
- Thoroughness in dealing with all aspects of the project/program.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**COOPERATION WITH OTHER NPL CONTRACTOR**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Level of cooperation with other NPL contractor.
- Forthcoming with information, lessons learned, etc.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**SMALL & SMALL DISADVANTAGED BUS. UTILIZATION  
(For PO & Contractor Only)**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Actions taken to develop technical & corporate administrative expertise of small businesses and SDBs.
- Extent of firm's participation in the Mentor-Protégé program.
- Extent protégé(s) met development objectives in agreements (Contractor self-evaluation only).

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**Overall Rating:**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4

## REQUEST FOR OFFER

**TASK ORDER NUMBER:** MNG-002

**TASK ORDER TITLE:** Support for NPL Updates

**TASK ORDER MANAGERS:** Robert Myers

**PROJECT OFFICER:** Mary Ann Rich

### 1. BACKGROUND

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enacted in 1980, and amended by the Superfund Amendments and Reauthorization Act (SARA), provide the Federal Government broad authority for responding to the dangers posed by uncontrolled releases of hazardous substances, pollutants, and contaminants. The Environmental Protection Agency (EPA) responded by developing the Hazard Ranking System (HRS), which is a scoring system used to establish the National Priorities List (NPL). On December 14, 1990 (55 FR 51532), EPA revised the HRS, as required by SARA. The revised HRS became effective on March 14, 1991. It is a more comprehensive and accurate scoring system than the original HRS and may add new types of sites to the NPL.

The State, Tribal, and Site Identification Center (ST/SI) in OERR is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, and proposing and finalizing them to the NPL.

### 2. PURPOSE:

This Task Order (TO) provides technical support to EPA in the Agency's review of sites that are candidates for the NPL updates under the revised HRS. The purpose of the technical review, known as the Quality Assurance (QA) review, is to ensure that the technical basis used to support a site listing decision is consistent with the revised HRS rule as defined in the December 14, 1990 Federal Register, as well as EPA's technical guidance.

### 3. SCOPE OF WORK:

**Task 1:** Prepare and submit the information outlined in this request for offer and a cost proposal corresponding to the work outlined in this task order.

During the period of performance for this Task Order, the contractor shall conduct task order monitoring of the LOE and expenditures **at the task level**, quality assurance and management activities, including preparation of the monthly progress report, under this task.



The monthly progress report should be itemized site-specifically where possible.

## **Task 2: QA Review**

The EPA Headquarters Regional Coordinator (HQ RC) will provide the contractor with HRS Documentation Record packages following submittal to HQ by the EPA Regions. The contractor shall review the HRS packages to ensure that the HRS is properly and consistently applied. The contractor shall identify site package data gaps and shall support EPA in evaluating the adequacy of documentation supporting site scores to assure that the packages have the best chance of meeting legal challenges. The contractor shall anticipate review of up to 55 packages for all regions during Option Year Two.

**Priorities for QA:** Upon receipt of each HRS site package, the contractor shall make a qualitative assessment of the major pathways and/or factors contributing most significantly to the overall risks/score as posed by the site, and prioritize the issues in terms of risk/contribution to score. The contractor shall then discuss this assessment with the HQ RC. If the contractor is uncertain of the level of review for pathways not contributing greatly to the overall score, they shall raise these concerns to the HQ RC. The contractor shall conduct the QA review based on the priorities identified by the EPA HQ TOM and in coordination with the HQ RC.

The contractor shall ensure that major contributing factors are technically defensible. The proportion of time spent during the QA review shall reflect the relative importance of the pathways and/or factors. The QA review shall be conducted for all information submitted in the HRS package, but the time taken to review portions of the package not contributing significantly to the overall site score shall be a small fraction of the time taken to review the significant portions of the site package.

**Subtask 1 - QA Letter:** After completion of QA on an HRS site package, the contractor shall prepare a QA letter for each one reviewed. If major issues arise, the contractor shall discuss them with the Regional NPL Coordinator and the HQ Regional Coordinator prior to submittal of the QA letter. The purpose of this letter is to provide Headquarters and the Region with written comments on problems or weaknesses in site HRS packages. These letters should be comprehensive, such that once all problems cited in the letter are addressed, the site package will be ready to pass QA (in absence of new QA issues). Before the QA letter is sent, if there are unresolved issues, the contractor shall prepare a synopsis of the issues, with recommendations on how to resolve them. Upon completion, each QA letter shall be sent to the appropriate HQ RC (who serves as task monitor), with copies going to the appropriate EPA NPL Coordinator in the region, and the EPA TOM. The NPL Coordinator will then make the necessary changes to the HRS package and resubmit the revised HRS package to the contractor. There may be several rounds of QA letters and resubmissions. After all issues are addressed and only editorial concerns remain, the contractor shall provide the Region with a "redlined" version showing the proposed corrections. Once the Region has signed off on these corrections, the contractor shall make these corrections, producing a final version the HRS Documentation Record. The format of QA letter shall be consistent with the outline of

Attachment #1.

**Subtask 2 - Conference Calls:** Following issuance of QA letter, a member of the contractor's QA team shall participate in conference calls when necessary with EPA HQ and the Regions to clarify issues and discuss areas of disagreement. The frequency of the conference calls shall be based on the need. This frequency will vary by Region and number of packages undergoing QA. The contractor's QA team member designated to a particular Region shall be responsible for reviewing site packages and discussing QA issues during the conference call and shall have responsibility for reviewing the same site packages during any subsequent formal QA of the site package that takes place. The contractor shall provide the HQ RC, the NPL coordinator in the Region and the EPA TOM with conference call notes (telecons) within 3 days following the call.

**Subtask 3 - Submission of Site HRS Packages for EPA Approval:** When QA review is complete, all issues have been addressed, and the HRS package is ready for proposal to the NPL, the contractor shall assemble final site packages for submission for final EPA approval. The final package shall include: narrative summary, pathway score sheets, and HRS documentation record. The contractor shall be responsible for ensuring that the narrative summary reflects any changes in the package resulting from QA review. The final package shall be delivered to the EPA TOM.

**Subtask 4 - Support for NPL Rule Publication:** **This task will be competed between the two contractors and awarded to one only.**

The contractor shall support activities related to NPL rule publication. Since this subtask includes all sites and is thus not region-specific, the work is assigned to a single contractor. These activities include:

- 1) Tracking concurrence letters from States and Governors to help EPA determine a site's eligibility for proposal to the NPL (the EPA TOM, NPL Coordinator, or HQ RC will forward these letters to the contractor. The contractor shall maintain a Governor/State concurrence letter tracking report).
- 2) Preparing public information documents including site narrative summaries and introductory information on "Description and Auxiliary Information" documents.
- 3) Preparing draft form letters which shall be delivered in electronic format to the EPA TOM for members of Congress so that EPA may notify them of the Agency's intent to propose or add sites to the NPL that are in their State or Congressional District. EPA will provide the contractor with a list of Representatives prior to preparation of the correspondence.

**Task 3: Technical Assistance**

The contractor shall respond to special requests for pre-HRS and HRS technical support to the Regions. The contractor's QA team member designated to a particular Region or site, or a contractor representative with experience in an area of particular interest to the Region, may

provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package. Should the HQ RC not be present in the Region, the QA team member shall contact the him/her if issues arise during the visit that need immediate resolution. The cost of these trips shall be charged site-specifically. Upon return from a Regional trip, the contractor shall prepare a report summarizing the issues on each site discussed during the trip. The report shall include any issues that need to be resolved by EPA Headquarters in order to enable the Region to proceed with preparation or revision of the HRS Documentation Record package.

Technical support could also include review of site investigations or sampling plans or participation in site screening discussions. Such support does not necessarily require a trip to the Region; discussion of technical review and consultation can be achieved through conference calls and written materials. Technical assistance will be tasked via technical direction by the EPA TOM.

**Task 4: Meetings and Consultation with St/SI Center:** Excepting for Subtask 5, this Task is being awarded to both contractors. The contractor shall support EPA as follows:

**Subtask 1 - Status Meeting:** As requested by the EPA TOM in a TD, the contractor shall attend meetings with EPA on the status of NPL Updates at EPA HQ. These meetings will be infrequent (up to 2 per year) since most status updates are easily conducted by phone. However, such meetings may be necessary prior to Federal Register publication. Meetings, as appropriate, shall be held between the contractor's QA team and the HQ RCs. In addition, the designated contractor's Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

**Subtask 2 - Pre-Rule Briefings:** Prior to submittal of final QA packages, the contractor shall brief HQ on politically or technically sensitive candidate sites for the update. During this meeting, the contractor shall raise unresolved and outstanding QA issues, if any. The contractor shall estimate briefings on up to six sites during Option Year Two.

**Subtask 3 - Post-Rule Meetings:** Meetings shall be conducted between both QA contractors and EPA HQ staff to discuss issues that arose leading up to rule publication and lessons learned. These discussion may include either site-specific issues or more general concerns including policy, timing or coordination issues. These meetings will take place at EPA HQ and will be held on the day of rule publication unless otherwise directed by a TD. These meetings will not be held for one-site rules unless directed by TD.

**Subtask 4 - Status Report:** Each month a report on the status of all sites shall be delivered to the EPA TOM who will distribute to the Center Director and HQ RCs. The report shall be delivered on the last business day of each month unless specified otherwise by the EPA TOM. This report shall be delivered to the EPA TOM in

electronic format. After comment or concurrence from the EPA TOM (approximately 3 days following delivery date of status report), the contractor shall send an updated status report to the NPL Coordinators in each region.

**Subtask 5 - Conference Support:** This work will be competed on an as needed basis between MNG and DynCorp. The contractor shall attend conference meetings in support of HRS and NPL work being performed under this task order. Contractor participation/attendance will be requested and approved by EPA approximately 16 calendar days prior to the conference. EPA will issue TD(s) requesting participation in and support for specific meetings during these conferences. The contractor shall submit a cost estimate for this subtask under a separate Request for Offer (RFO).

#### **Task 5: Research and Analysis of HRS Documentation Records**

**This Task is being awarded to both contractors.** The contractor shall respond to up to four special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may range from 2 hours to 200 hours. This research and analysis may be in response to inquiries from Congress, other government agencies or EPA management or may be in support of reauthorization activities. This research and analysis could apply to all sites proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS Documentation Records to further narrow down the subset of sites (for example, finding all sites listed based on contaminated sediments). This research and analysis will be requested in a TD by the EPA TOM. **For cost estimation purposes, the contractor shall estimate 40 hours of research and analysis per request (total 160 hours).**

#### **Task 6: Streamlined QA of HRS Documentation Records**

The contractor shall perform a streamlined QA on HRS Documentation Record packages. This review is designed to address major issues and ensure a supportable score, but not provide some of the QA details needed for more complicated sites. Sites are typically one pathway. Streamlined QA review will be tasked by the EPA TOM via technical direction on a site-specific basis. The TD will include guidance for performing the QA for that specific site but will follow generally the format in the attached SOP (Attachment 2).

#### **Task 7: Preparation of the HRS Documentation Record**

The contractor shall prepare HRS documentation record packages for sites being proposed to the NPL. Using the best available and most recent data and appropriate references provided by the Regions, States, and Tribes, the contractor shall document the sources of contamination at a site using the HRS and determine whether the site exceeds the EPA cut-off score. The HRS documentation shall meet EPA quality requirements before the package is submitted to the Agency. The contractor shall interface principally with the Regional NPL Coordinator for the preparation of the HRS Documentation Record package. The contractor shall

also coordinate preparation of the HRS package with the EPA Task Order Manager, the EPA Headquarters Regional Coordinators, the Regional Site Assessment Manager as appropriate, and the Regional contractor, or State/Tribal personnel with knowledge of the site, in order to ensure that it meets the quality requirements. Both the Regional NPL Coordinator and the EPA Headquarters Regional Coordinators will serve as Task Monitors on Task 7. Roles and Responsibilities, including lines of communication and authority for participants in this work, are outlined in Appendix A.

The contractor shall perform all tasks in accordance with specifications provided in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991; with EPA policy, EPA guidance documents provided by EPA; and in accordance with the specification provided in 40 CFR Part 300, Appendix A (HRS final rule, December 14, 1990). At no time will the contractor perform Response Action Contract work (e.g., performing or analyzing sampling data, direct specific sampling locations or events). Any questions concerning such possible work shall be referred to the Project Officer. All work performed under Task 7 shall be charged site-specifically. **For cost estimation purposes, the contractor shall estimate the following numbers for preparation of HRS documentation records in each Region: Region 1 – 2; Region 2 – 1; Region 3 – 1; Region 4 – 0; Region 5 – 3; Region 6 – 1; Region 7 – 0; Region 8 – 0; Region 9 – 1; Region 10 – 0.**

#### Subtask 1: Reporting Requirements

- a) The contractor shall prepare an *HRS Documentation Record Project Milestones* status report for each site assigned. The milestone update report shall include: site name, milestones, problems encountered, anticipated EPA activities for the coming month, cost expenditures to date, and contractor personnel preparing the Documentation Record. The report shall also include a paragraph that summarizes the meeting with the Region, State, or Tribe and one that succinctly describes the site.
- b) In addition, the contractor shall complete an overall HRS Documentation Record Milestones status report to track key milestones on all sites under Task 7. This report shall include: Regional meeting date, date that draft HRS score was calculated, date of conference calls for all parties to resolve comments, date the draft HRS documentation record is due, and date the final HRS documentation record is due.

The contractor shall submit the site-specific report and the overall HRS Documentation Record Milestones status report to the EPA Task Order Manager with copies each to the EPA Headquarters Regional Coordinator and to the Regional NPL Coordinator.

#### Subtask 2: Prepare Standard Operating Procedure

The contractor shall prepare for EPA approval a Standard Operating Procedure (SOP) defining task activities for the project, corresponding schedules for preparation of the Documentation Record, staff assigned, and file transfer procedures. The SOP will be used to minimize the time and paperwork required to prepare site specific plans, and will

identify and standardize the process for preparing the HRS Documentation Record.

**Subtask 3: Headquarters, Regional and State/Tribal Meetings**

**a) Regional Meetings.**

1.) **First Regional Meeting.** At the request of the Regional NPL Coordinator, the contractor shall meet in the Region with EPA personnel, the Region's contractor, and with State or Tribal personnel to discuss site conditions, site listing issues and strategy preparatory to writing the Documentation Record and preparing the HRS site package. The Regional NPL Coordinator will provide the contractor with site files during these meetings. These Regional meetings may last up to five days including travel time, but typically last two or three days plus travel time. The EPA TOM will issue a TD for a Regional visit.

2.) **Site Visit.** As part of the Regional visit, the contractor, at the direction of, and with the Regional NPL Coordinator, shall perform a site visit, either as a "walk through" or site "drive-by" in order to better understand the sources, media of concern, and targets at the site. The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. If OSHA requirements have not been met, the contractor shall limit this effort to a site "drive-by."

3.) **Second Regional Meeting.** At the request of the Regional NPL Coordinator, the contractor shall also participate in a second Regional meeting with EPA, the Regional contractor, and with State or Tribal personnel to discuss the draft HRS Documentation Record package and address all comments generated by Headquarters, the Region, the State or Tribe. The second Regional trip may last up to three days plus travel time, but typically will last one day plus travel time. The EPA TOM will issue a TD for a second Regional visit.

b) **Trip Report or Trip Conference Call.** Upon return from Regional trips the contractor shall, at the direction of the Regional NPL Coordinator, either prepare a report summarizing the issues and site scoring approach, or hold a conference call summarizing the same. The purpose of the report and conference call is to ensure that both EPA and the contractor are in agreement with issues and approaches to writing the documentation record. The report shall include any issues that need to be resolved by EPA Headquarters. The conference calls will be arranged for all participants by the Headquarters Regional Coordinator. Participants will include the EPA TOM and/or Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor.

c) **Miscellaneous Headquarters Meetings/Conference Calls.** Throughout the development of the HRS Documentation Record package, the contractor shall consult with EPA Headquarters (TOM and Regional Coordinator). Such meetings or conference calls may be held in lieu of trips to the Region and will involve conference calls with the NPL

Regional Coordinator and possibly the Regional contractor and State/Tribal personnel. The contractor shall plan to meet with EPA as required to discuss the site or resolve issues concerning the preparation of the HRS Documentation Record package. Specifically, the contractor shall plan to participate in the following meetings:

- Preliminary HRS scoring meeting to discuss the site, scoring scenario, and any site scoring weaknesses, after the draft HRS score is developed and delivered to EPA; and
- QA review meeting, after EPA Headquarters, the Region, and State/Tribe have reviewed the first draft of the Documentation Record.

For planning purposes, the contractor shall estimate it will be tasked to participate in up to ten conference calls and two additional meetings per site package (for a total of four meetings). All conference calls and meetings will be tasked by the EPA TOM via TD.

#### Subtask 4: Prepare Draft HRS Documentation Record

##### Subtask A: Review Information Generated by Region and State or Tribe; Prepare a Preliminary HRS Score.

The contractor shall prepare a site score approval form for use in this subtask.

The Regional NPL Coordinator will provide the contractor with site files that will be needed to prepare the HRS Documentation Record package. Typically, the site files will be sent to the contractor, although there may be a requirement to have the contractor travel to the Region to consult on the site prior to file transfer in which case the Regional NPL Coordinator will transfer the files at the time of this consultation. The site files will generally contain the following: background information on the site (e.g., waste type and quantity, observed release information, receptors); a site characterization form; PA, SI reports and score sheets; ESI, RI, and all validated analytical data; all relevant investigations (e.g., PRP studies, studies by other Agencies); CERCLIS printouts; maps (topographic, geologic, etc.); all references to support the preliminary score; and all other pertinent information necessary to prepare the Documentation Record package (see list at Attachment 3). In the event the files are incomplete, the contractor shall notify the EPA TOM, Headquarters Regional Coordinator, and the Regional NPL Coordinator.

The contractor shall review the site files. The contractor shall participate, at the Regional NPL Coordinator request, in a scoping conference call to discuss the site. Participants will include the EPA TOM and/or the Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor. These calls will generally take place after file review, although it may take place prior to file review. The timing of the call will be established by the Regional NPL Coordinator.

If a preliminary HRS score for the site has not been prepared by the Region, the contractor shall prepare one. Preparation of a preliminary HRS site score shall be limited to a cursory review of the files to arrive at a tentative site score. (Cursory is defined as an effort consisting of the rationale and explanation for the overall approach, i.e., pathway and sources chosen and scoring values which show that the use of those factors will result in a score greater than 28.5.) The contractor shall prepare a brief writeup with the rationale for scoring approach and the specific sources identified. The primary activities under Subtask A are document organization, review, and project planning. Specifically, the contractor shall perform the following background work:

- Review existing file information and summarize analytical data and site reports (PA, SI, ESI, RI).
- Compute a preliminary HRS score using the PREscore software program (SUPERScreen program when released) or word perfect score sheet, and the most recent version of the Superfund Chemical Data Matrix.
- Identify data gaps to the Regional NPL Coordinator who will be responsible for obtaining additional HRS information concerning sensitive environments, targets, or any other HRS factors needed to close these gaps. The Headquarters contractor shall limit its effort in filling data gaps to information that is publicly available (e.g., obtaining copies of U.S. Geological Survey and NWI maps, census information, public wells information, etc.).

The contractor shall submit an electronic copy of the score sheet with draft HRS score, the brief writeup with the rationale for scoring approach, and the specific sources identified to the EPA TOM, the Regional NPL Coordinator, and the Headquarters Regional Coordinator for comment. These individuals will provide their comments, if any, within ten business days to the EPA contractor. The contractor shall address all comments. Should EPA comments conflict, the Headquarters Regional Coordinator will arrange for a conference call to resolve the issue. The contractor shall submit an electronic copy of the revised preliminary score to the EPA TOM, Regional NPL Coordinator, and Headquarters Regional Coordinator. The Regional NPL Coordinator copy will indicate approval/acceptance of the preliminary score and/or scoring strategy by signing a site score approval form which will have been submitted by the contractor, along with the draft score sheet, and returning it to the contractor.

If at any time during the HRS scoring process the site score appears to be less than 28.5 or the contractor believes there are scoring weaknesses or a fatal flaw in available data (e.g., data quality, targets, etc.), the contractor shall report such findings to the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator and await instruction. In addition, the contractor shall also inform the EPA TOM if it is aware of any other factors which may warrant EPA clarification concerning proceeding with the HRS Documentation Record preparation. The Regional NPL Coordinator, together with the EPA TOM and Headquarters Regional Coordinator, will decide how to proceed on the site. The EPA TOM will instruct the



contractor on next steps. If at any time additional *sampling* data needs are identified, the contractor shall notify the same three individuals and await instruction. *The Regional NPL Coordinator will task the Regional contractor or State/Tribe to conduct the sampling required to fill data gaps.*

#### Subtask B: Prepare Draft HRS Package

The contractor shall prepare and submit to the EPA TOM an original plus one copy for Headquarters Regional Coordinator of a draft HRS scoring package *without* supporting references. The contractor shall also submit a copy of the draft HRS scoring package *with* all supporting references to the Regional NPL Coordinator. The Regional NPL Coordinator is responsible for quality control of the HRS package as specified in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991.

The contractor may be required to travel to the Region to further consult with the Regional NPL Coordinator to discuss the draft HRS documentation Record during this phase of the work. (See Subtask 3, (A) (3), Second Regional visit.) Travel during this phase of the work shall be charged to that subtask.

If comments result in the need to collect additional desktop data or review existing data in more detail, the contractor shall collect the necessary information needed to fill the HRS data gaps and/or review additional data obtained from the Regional NPL Coordinator. The contractor shall follow the same restrictions for this work as identified in Subtask 4, Subtask A, above. Should additional sampling be recommended, the contractor shall notify the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator of this need. The NPL Regional Coordinator will be responsible for tasking the Regional contractor or State/Tribal personnel to conduct the sampling if it is required. Sampling work will be performed exclusively by the Regional contractor or State/Tribal personnel.

For planning purposes the contractor shall estimate it shall participate in at least two conference calls during this phase of the work and complete two rounds addressing Headquarters, the Region and State/Tribal comments.

#### Subtask C: Prepare Final HRS Documentation Record Package

After the contractor has completed all appropriate modifications, it shall submit an original of the final HRS Documentation Record package to the EPA TOM, plus one copy for the EPA Headquarters Regional Coordinator. *Neither* shall include references, unless specified otherwise in a TD. The contractor shall also submit one copy of the final HRS Documentation Record package, *with* references, to the Regional NPL Coordinator.

The contractor shall be prepared to participate in conference calls to address any residual comments or answer questions generated by the Region, State/Tribe, or

Headquarters concerning the final HRS Documentation Record package. The Region, State/Tribe shall submit those comments in writing to the contractor, with copies to the Headquarters Regional Coordinator, for incorporation in the HRS package.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor for QA**

- a) The package preparer shall prepare a list of all documents being transferred to the second contractor. After EPA approval of the HRS Documentation Record package and at the written instruction of the Regional NPL Coordinator, the contractor that prepared the HRS Documentation Record package shall transfer the package via the Headquarters Regional Coordinator to the second HRS contractor who will perform QA on the HRS Documentation Record package.
- b) After QA is completed by the second HRS contractor and the site has been proposed to the NPL, the contractor having performed QA shall re-transfer the site file via the Headquarters Regional Coordinator to the contractor who prepared the package. The contractor shall ensure that all files transferred under a) above are included in the file.

**Task 8: Analyze HRS Issues**

This task comprises analyses of technical and policy issues regarding the HRS and site assessment. These issues may be identified and resolved via the HRS Issues Resolution Group (HIRG) or through other means, as needed. Resolutions serve as interim HRS guidance until the policies are incorporated into formal HRS guidance documents.

**HRS Issues Resolution Group.** When issues that are not specifically or clearly addressed in existing guidance surface during the contractor's preparation or QA review of an HRS package, the contractor will be tasked via written TD to prepare a HIRG analysis and present the issue to the HIRG. (The HIRG comprises the TM, currently Jennifer Griesert, and several Headquarters NPL coordinators, as well as representatives from both MNG and DynCorp.) For planning purposes, the contractor shall estimate that it will be responsible for six HIRG analyses for your Regions, and also participate in another six issues addressed by the second contractor. The lead contractor is responsible for all research and write-up. Where the contractor is not lead, participation means attending a meeting or participating in a conference call where the issue is discussed and offering solutions or past experiences from other sites relevant to the case, as appropriate.

The analyses shall be concise and, where applicable, shall provide the following information:

- Considerations affecting a decision.
- Several options for resolving the issue.

- Advantages and disadvantages of different options.
- Recommended approach with rationale for recommendation.
- Estimated percentage of sites affected by issue (if requested by the TM).

The contractor shall provide electronic copies of draft HIRG analysis papers and supporting documentation to the TM and to each member of the HIRG. The HIRG then meets to decide the best way to resolve the issues. The contractor will participate in each HIRG meeting and summarize all discussions. Following each HIRG meeting, the contractor shall finalize the resolution of each issue.

#### **Task 9: Update of Superfund Chemical Data Matrix (SCDM) Values**

On a site-by-site basis, during the QA process, the contractor shall determine if there is a weakness in SCDM values (based on the 1995 publication) assigned to substances evaluated at a site. If major changes have occurred to a particular substance since 1995 that would affect the SCDM values, the contractor shall, at EPA technical direction, conduct research to update the SCDM values. The calculation of the new SCDM values should be provided as a reference to the HRS scoring package. In addition to the HRS scoring package, the newly updated values for a particular substance shall be provided to EPA such that the new SCDM values can be kept in a central file location at EPA HQ. Once a particular substance has been updated for a particular HRS site package, EPA will notify both contractors that new SCDM values are available for use. However, the contractors shall refer to the EPA HQ central file prior to developing new SCDM values for a particular substance to avoid duplication of work.

It is estimated that there will be up to 10 such needed SCDM substance-specific updates. It is further estimated that it will take approximately 60 hours to conduct an update for a particular substance.

#### **Task 10. HRS Documentation Record Template Instructions**

During Option Year 1 the contractor prepared a documentation record template which will be used by those who prepare HRS Documentation Records, including the EPA Regions, Regional contractors, State personnel, and Headquarters HRS contractors. The purpose of the template is to make it follow the HRS Rule more closely, make it more user-friendly, standardize the format, eliminate duplication of information, and cut out wasted space in HRS Documentation Records prepared by the Regions, States, and HQ contractors.

The contractor shall develop instructions for the general use of the template and for completing the tables contained in the document. Specifically, the contractor's instructions shall include: (1) an explanation of which tables or sections in the template may be deleted and the circumstances which can justify such deletions; (2) guidance on how tables may be modified or replaced to accommodate Regional preferences and/or site-specific data without jeopardizing the

standardization which is sought in the template; (3) clearly indicate which data requirements in the template must not be eliminated or modified; (4) include any guidance useful for completing certain tables (e.g., depth to aquifer/hydraulic conductivity tables); (5) note specific problem areas where documentation gaps in the past have frequently been an issue for the QA reviewers (e.g., due to court decisions); and (6) where helpful, reference specific sections in the HRS Guidance Manual or frequently used fact sheets. The contractor shall anticipate one round of EPA Headquarters and Regional review of the instructions before finalizing them. The due date for the template instructions, draft and final, will be clarified in technical direction.

The contractor shall also, at EPA request through technical direction, make minor edits or adjustments to the HRS Documentation Record Template, should EPA Headquarters and/or the Regions need such adjustments.

#### **4. TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the EPA TOM with three copies of all deliverables and drafts. Associated word processing disks compatible with OERR software must also be provided upon completion of the task order.

**Task 1: Monthly Progress Report**

Due to EPA HQ on the 20th of each month

**Task 2: Subtask 1**

QA Letter - Due 20 business days after receipt of HRS package for a one pathway site plus an additional 5 business days for each additional pathway

**Subtask 2**

Teleconference Call Notes - Due within 3 business days following conference call

**Subtask 3**

Site Packages - Due within 5 business days following completion of QA review

**Subtask 4**

1. Support for NPL Rule Publication - Governor/State concurrence letter tracking report shall be submitted to EPA on the 25th (or closest business day) of each month.
2. Other NPL rule publication support activities should be completed at least one week prior to NPL rule publication.
3. Congressional letters shall be submitted at least one week prior to NPL rule publication.

**Task 3: Technical Support Documents - Due upon completion and in accordance with schedule arranged with EPA TOM and HQ RC. The report summarizing the issues discussed on each site shall be due 5 business days after conclusion of the trip.**

**Task 4:** Subtask 1

Status Meeting - Meeting upon request of EPA TOM by TD, within 3 business days.  
Contact with EPA HQ RCs - Weekly (if HRS packages are being reviewed)

Subtask 2

Pre-Rule Briefings - No later than 10 business days prior to publication of proposed rules

Subtask 3

Post-Rule Meetings - On the day of rule publication unless directed otherwise by TD.

Subtask 4

Monthly Status Report - Due by the last business day of each month in electronic format

Subtask 5

Contractor shall attend HRS and NPL-related conferences at EPA's request. A TD will be issued at least 16 calendar days prior to conference

**Task 5:** As specified in TD. Due between 1 and 14 days from issuance of TD depending on complexity of request.

**Task 6:** Will be specified in TD, but due generally 12 days from issuance of TD, depending on site.

**Task 7:** Subtask 1: Reporting Requirements

- a) HRS Documentation Record Project Milestones status report, one report per site - Original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month
- b) Overall HRS Documentation Record Project Milestones status report, original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.

Subtask 2: Prepare Standard Operating Procedure

- Draft SOP - Due 10 business days after issuance of Task 7.
- Final SOP - Due 3 business days after receipt of EPA comments.

Subtask 3: Headquarters, Regional and State/Tribal Meetings

- a) Regional Meetings:
  - a.1.) First Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
  - a.2.) Site Visit - Will be directed verbally by the Regional NPL Coordinator during the Regional visit.

- a.3.) Second Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- b) Trip Report or Trip Conference Call - As directed by the Regional NPL Coordinator. Trip reports are due 5 business days after trip.
- c) Miscellaneous Headquarters Meetings/Conference Calls - Will be clarified in a TD.

Subtask 4: Prepare Draft HRS Documentation Record

Subtask A: Review Information, Prepare Preliminary HRS Score

- Prepare site score approval form - Due 10 business days after issuance of Task 7.
- Scoping conference call - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).
- Electronic copy of preliminary HRS score for the site and writeup - Due within 10 business days after receipt of Regional site package.
- Prepare revised preliminary score - Due within 10 business days after receipt of EPA comments. [Note: Total time for preparation of preliminary score and, if required, revised preliminary score, is not to exceed 10 business days excluding EPA comment time.]

Subtask B: Prepare Draft HRS Package

- Original and one copy of draft HRS scoring package *without* supporting references - Due to Headquarters within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for data from the Region. Specific due date will be clarified in a TD. (The standard for preparation of the draft HRS package is 20 days.)
- One copy of draft HRS scoring package *with* supporting references - Due to Regional NPL Coordinator within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for Regional data. Requirements for more than one copy of package for the Region will be clarified in a TD.
- Meet with Regional NPL Coordinator to discuss draft HRS Documentation Record package - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- Conference calls with Region, State/Tribe, Regional contractor, EPA Headquarters, and Headquarters contractor - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).

Subtask C: Prepare Final HRS Documentation Record Package

- Conference Calls - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants).

- Final HRS Documentation Record Package - Due 5 business days after completion of Subtask B, not counting days contractor is on hold waiting for Regional data. Final deliverable to include all components spelled out in Subtask C.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor**

- a) List of all documents being transferred; send file to Headquarters Regional Coordinator for transfer to second contractor for QA - Due two business days after receiving written instruction from the Regional NPL Coordinator.
- b) Transfer files to Headquarters Regional Coordinator after site is proposed for re-transfer to preparer of the site package - Due 10 business days after site is proposed.

**Task 8: Analyze HRS Issues**

Work will be initiated with TD. Draft HIRG analyses are due 5 business days after receipt of the TD announcing the date of the HIRG conference call. Records of discussion, including draft resolution, are due 5 business days after the HIRG call. The TM will review the draft and provide comments or corrections; final resolution writeups are due 2 business days following receipt of TM comments.

**Task 9: Update of SCDM Values**

Will be specified in TD, but due generally 14 days from issuance of TD, depending on chemical.

**Task 10: Prepare HRS Documentation Record Instructions**

Draft HRS Documentation Record Instructions, with most recent version of the template: Will be specified in TD.

Final HRS Documentation Record Instructions, with most recent version of the template: Will be specified in TD.

Minor edits to the HRS Documentation Record Template: Will be specified in TD.

## **5.CONTRACTOR PERFORMANCE**

During the first option year, the contractor will be rated twice. The first will be after six months, the second at the end of the option year. Rating will be in accordance with the attached contractor performance report (Attachment 4).

## **APPENDIX A**

### **EPA Task Order Manager (TOM):**

Has overall responsibility for monitoring contractor performance on Task Order; also provides written technical direction.

### **Task Monitors:**

**Regional NPL Coordinators:** Also known as Regional Technical Contact (in lieu of Regional NPL Coordinator). The Headquarters contractors will interface principally with the Regional NPL Coordinator and will take their direction on the preparation of the HRS Documentation Record package from the NPL Coordinator. The NPL Coordinator will also be responsible for reviewing the monthly progress report, verifying and ensuring the work was performed, and certifying the payment of charges reflected in the financial statements.

**Headquarters Regional Coordinator:** The Headquarters Regional Coordinator is responsible for clarifying policy and guidance issues (HRS Issue Resolution) during preparation of the HRS package. Also responsible for preparing for the EPA TOM's signature all technical direction required for sites in his/her Region(s).



**Review of Revised HRS Scoring Package  
For Proposal \_\_\_\_\_**

Site Name:

Region:

Location:

Preparer:

Site Score:

# pathways:

**I. Site Description and General Comments**

**II. Cross-Cutting Issues**

**III. Technical Issues by Pathway**

- A. Likelihood of Release
- B. Waste Characteristics
- C. Targets

**IV. Documentation Issues**

**V. Listing Policy Issues**

**VI. List of Guidance Questions Raised by the Region**

**VII. List of Site-Specific Model Implementation and Policy  
Issues**

**VIII. List of Significant PA/SSI/LSI Guidance Information (e.g., unique field data collection  
approaches; background information sources)**

**QA GUIDELINES FOR STREAMLINED HRS PACKAGES**

**Purpose**

To speed up the listing process by concentrating on key components of score, and to ensure the review will be adequate to support the listing decision.

**Steps**

1. Perform a preliminary review of the HRS documentation record, narrative and score sheets to identify the critical or key scoring/policy factors. Ensure minimum partial attribution if needed for key factors.
2. Ensure proper HRS values have been assigned to critical information.
3. Review reference citations and analytical data for the critical or key scoring factors. Identify any key factor concerns to HQ.
4. Perform low level review of entire document once for any glaring errors not associated with critical scoring factors. This includes math calculation errors, internal inconsistencies, and repetitious materials. Check reference list to make sure it matches the references identified in the HRS documentation record.
5. Prepare QA letter.
6. Identify which parts of this review took the most time.

**Files to be Submitted to the Contractor by the EPA Regions**

As necessary, depending on site-specific scoring factors.

- Data, including
- Form 1's
- QA memos
- Lab communications
- Sample plan
- Field notes/logs
- Original field photos
- Chain of custody/sample tracking forms
- Well logs (of wells sampled)
- Containment information for all sources
- Wind direction information (for air pathway)
- Quantity information
- USGS maps
- NWI maps (if wetlands present)
- Well logs (for potential targets)
- Fishery information
- Population information (for all targets)
- Aquifer information (for groundwater pathway)
- Watershed information (for surface water pathway)
- Sensitive Environment target information

**Contractor Performance Report**

Task Order #: 2

Task Order Name: Support for NPL Updates

Contractor:

Task Order Manager (TOM):

Project Officer (PO): Mary Ann Rich

Contracting Officer (CO): Jeanne Poovey

Contract #:

Phone # (703) 603-

Phone #: (703) 603-8825

Phone #: (202) 564-4464

Performance Period: From: March 6, 1999

To: March 5, 2000

Contractor Performance Evaluation Prepared by: ☐ TOM ☐ PO ☐ CO

Overall Performance Rating:

☐ Unsatisfactory (1) ☐ Satisfactory (2) ☐ Exceeds Expectations (3) ☐ Outstanding (4)

Brief description of scope of work:

Overall Performance Evaluation:

Unusual problems/occurrences affecting contractor performance:

Evaluator Signature:

Date:

**PROJECT PLANNING**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to set schedules and priorities for the accomplishment of work under the TO.
- Regular and effective communication with Agency personnel and provision of information to enable Agency personnel to keep abreast of progress.
- Compliance with contract and TO requirements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**TECHNICAL COMPETENCE & INNOVATION**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Technical quality of deliverables.
- Effectiveness and thoroughness of analysis.
- Ability to meet work plan goals and objectives.
- Creativity and ingenuity in approach.
- Adherence to regulations, procedures & guidelines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**SCHEDULE & COST CONTROL**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Development & maintenance of planned schedules and budgets for deliverables.
- Ability to minimize and control the cost.
- Elimination of duplication of effort.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Timeliness of deliverables.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **RESOURCE UTILIZATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Effective use of resources.
- Suitability of staffing, recruiting & training of personnel.
- Appropriateness of professional mix to ensure quality of work while minimizing cost & time expenditures.
- Ability to effectively manage consultant/subcontractor costs and resources and eliminate cost duplication by consultants/subcontractors.
- Ability to assure contract compliance by subcontractors.
- Adherence to subcontracting plan.
- Ability to monitor consultants/subcontractor performance effectively.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **MONTHLY PROGRESS REPORT**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Timeliness of monthly progress report.
- Clarity and thoroughness of reports & documents.
- Accuracy and completeness of data.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **EFFORT**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to identify and resolve problems.
- Thoroughness in dealing with all aspects of the project/program.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **COOPERATION WITH OTHER NPL CONTRACTOR**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Level of cooperation with other NPL contractor.
- Forthcoming with information, lessons learned, etc.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

#### **SMALL & SMALL DISADVANTAGED BUS. UTILIZATION**

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Actions taken to develop technical & corporate administrative expertise of small businesses and SDBs.
- Extent of firm's participation in the Mentor-Protégé program.
- Extent protégé(s) met development objectives in agreements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**Overall Rating:**

**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4**

**ATTACHMENT B**

**REQUEST FOR OFFER**

**TASK ORDER NUMBER:**               **3-002**

**PERIOD OF PERFORMANCE**    March 6, 2001 - March 5, 2002

**TASK ORDER TITLE:**         Support for NPL Updates

**TASK ORDER MANAGERS:**     Robert Myers (MNG, Ltd.)

**PROJECT OFFICER:**         Mary Ann Rich, (703) 603-8825

**1.     BACKGROUND**

The Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) enacted in 1980, and amended by the Superfund Amendments and Reauthorization Act (SARA), provide the Federal Government broad authority for responding to the dangers posed by uncontrolled releases of hazardous substances, pollutants, and contaminants. The Environmental Protection Agency (EPA) responded by developing the Hazard Ranking System (HRS), which is a scoring system used to establish the National Priorities List (NPL). On December 14, 1990 (55 FR 51532), EPA revised the HRS, as required by SARA. The revised HRS became effective on March 14, 1991. It is a more comprehensive and accurate scoring system than the original HRS and may add new types of sites to the NPL.

The State, Tribal, and Site Identification Center (ST/SI) in OERR is responsible for discovering sites, evaluating their potential threat to human health and the environment, implementing the HRS, and proposing and finalizing them to the NPL.

**2.     PURPOSE:**

This Task Order (TO) provides technical support to EPA in the Agency's review of sites that are candidates for the NPL updates under the revised HRS. The purpose of the technical review, known as the Quality Assurance (QA) review, is to ensure that the technical basis used to support a site listing decision is consistent with the revised HRS rule as defined in the December 14, 1990 Federal Register, as well as EPA's technical guidance.

### **3. SCOPE OF WORK:**

**Task 1: Prepare and submit the information outlined in this request for offer and a cost proposal corresponding to the work outlined in this task order.**

**[Include this task in each regional technical and cost proposal]**

During the period of performance for this Task Order, the contractor shall conduct task order monitoring of the LOE and expenditures **at the task level**, quality assurance and management activities, including preparation of the monthly progress report, under this task. The monthly progress report shall be itemized site-specifically and include personnel names and hours utilized on each site.

**Task 2: QA Review**

**[Include Subtasks 1 - 3 only of this task in each regional technical and cost proposal]**

The EPA Headquarters Regional Coordinator (HQ RC) will provide the contractor with HRS Documentation Record packages following submittal to HQ by the EPA Regions. The contractor shall review the HRS packages to ensure that the HRS is properly and consistently applied. The contractor shall identify site package data gaps and shall support EPA in evaluating the adequacy of documentation supporting site scores to assure that the packages have the best chance of meeting legal challenges.

Priorities for QA: Upon receipt of each HRS site package, the contractor shall make a qualitative assessment of the major pathways and/or factors contributing most significantly to the overall risks/score as posed by the site, and prioritize the issues in terms of risk/contribution to score. The contractor shall then discuss this assessment with the HQ RC. If the contractor is uncertain of the level of review for pathways not contributing greatly to the overall score, they shall raise these concerns to the HQ RC. The contractor shall conduct the QA review based on the priorities identified by the EPA HQ TOM and in coordination with the HQ RC.

The contractor shall ensure that major contributing factors are technically defensible. The proportion of time spent during the QA review shall reflect the relative importance of the pathways and/or factors. The QA review shall be conducted for all information submitted in the HRS package, but the time taken to review portions of the package not contributing significantly to the overall site score shall be a small fraction of the time taken to review the significant portions of the site package.

**Subtask 1 - QA Letter:** After completion of QA on an HRS site package, the contractor shall prepare a QA letter for each one reviewed. If major issues arise, the contractor shall discuss them with the Regional NPL Coordinator and the HQ Regional Coordinator prior to submittal of the QA letter. The purpose of this letter is to provide Headquarters and

the Region with written comments on problems or weaknesses in site HRS packages. These letters should be comprehensive, such that once all problems cited in the letter are addressed, the site package will be ready to pass QA (in absence of new QA issues). Before the QA letter is sent, if there are unresolved issues, the contractor shall prepare a synopsis of the issues, with recommendations on how to resolve them. Upon completion, each QA letter shall be sent to the appropriate HQ RC (who serves as task monitor), with copies going to the appropriate EPA NPL Coordinator in the region, and the EPA TOM. The NPL Coordinator will then make the necessary changes to the HRS package and resubmit the revised HRS package to the contractor. There may be several rounds of QA letters and resubmissions. After all issues are addressed and only editorial concerns remain, the contractor shall provide the Region with a "redlined" version showing the proposed corrections. Once the Region has signed off on these corrections, the contractor shall make these corrections, producing a final version the HRS Documentation Record. The format of QA letter shall be consistent with the outline of Attachment #1.

**Subtask 2 - Conference Calls:** Following issuance of QA letter, a member of the contractor's QA team shall participate in conference calls when necessary with EPA HQ and the Regions to clarify issues and discuss areas of disagreement. The frequency of the conference calls shall be based on the need. This frequency will vary by Region and number of packages undergoing QA. The contractor's QA team member designated to a particular Region shall be responsible for reviewing site packages and discussing QA issues during the conference call and shall have responsibility for reviewing the same site packages during any subsequent formal QA of the site package that takes place. The contractor shall provide the HQ RC, the NPL coordinator in the Region and the EPA TOM with conference call notes (telecons) within 3 days following the call.

**Subtask 3 - Submission of Site HRS Packages for EPA Approval:** When QA review is complete, all issues have been addressed, and the HRS package is ready for proposal to the NPL, the contractor shall assemble final site packages for submission for final EPA approval. The final package shall include: narrative summary, pathway score sheets, and HRS documentation record. The contractor shall be responsible for ensuring that the narrative summary reflects any changes in the package resulting from QA review. The final package shall be delivered to the EPA TOM.

**Subtask 4 - Support for NPL Rule Publication:**

**[This subtask will be competed between the two contractors and awarded to one only. Do not include in the regional proposals; prepare a separate technical and cost proposal for this subtask]**

The contractor shall support activities related to NPL rule publication. Since this subtask includes all sites and is thus not region-specific, the work is assigned to a single contractor. These activities include:



- 1) Tracking concurrence letters from States and Governors to help EPA determine a site's eligibility for proposal to the NPL (the EPA TOM, NPL Coordinator, or HQ RC will forward these letters to the contractor. The contractor shall maintain a Governor/State concurrence letter tracking report).
- 2) Preparing public information documents including site narrative summaries and introductory information on "Description and Auxiliary Information" documents.
- 3) Preparing draft form letters which shall be delivered in electronic format to the EPA TOM for members of Congress so that EPA may notify them of the Agency's intent to propose or add sites to the NPL that are in their State or Congressional District. EPA will provide the contractor with a list of Representatives prior to preparation of the correspondence.

#### **Subtask 5 - Deep QA**

**[Include this subtask in region 4 and 5 technical and cost proposals only]**

Under certain cases where EPA perceives a high risk of litigation regarding a site, EPA may task the contractor to perform one or more of the following assignments:

**(1) Review Sampling Documentation and Procedures**

(a) Review sampling logbooks and primary sampling reports (e.g., ESIs, RI/FSs, etc.) from cover to cover to ensure that documentation is accurate/consistent for key samples and key sample locations, and that sample location maps are consistent with sample location descriptions.

(b) Review whether field standard operating procedures (SOPs) for collection of critical samples were documented in the HRS package and whether, based on information presented in the HRS package (e.g., logbooks, primary sampling reports), SOPs were followed. Request sampling SOPs and sample plans, as needed.

(c) Review chain of custody forms to ensure that samples are consistently identified (or adequate information is provided to definitively cross-walk sample IDs).

**(2) Review Data Quality**

(a) Review chain of custody forms to ensure that holding times were met. Review sample handling procedures and sample preservation and identify field duplicates.

(b) Evaluate whether adequate QC samples (field blanks, duplicates, etc.) were collected.

(c) Review laboratory reports and/or data validation reports/procedures to identify deviations from laboratory QC guidelines. In cases where deviations from sample handling procedures or laboratory QC guidelines are apparent review whether either: 1) deviations are accounted for through data validation; or 2) adequate information is provided in the HRS package to validate the data, if necessary. Review whether analytical data are adjusted according to HRS policy.

**(3) Ensure Package Integrity**

(a) Examine information included in references with the HRS package but not used in scoring to identify issues that could be raised during response to public comments or that could contradict the scoring strategy.

(b) Ensure that documentation included in the HRS package (e.g., maps, field logbooks, etc.) is adequate to characterize and/or rule out contributions from other potential sources in the area. **For cost estimation purposes, the contractor shall assume each “deep QA” will require 300 hours.**

**Task 3: Technical Assistance**

**[Include this task in each regional technical and cost proposal]**

**Subtask 1- Trips to Regions.** The contractor shall travel to the Region in response to special requests for pre-HRS and HRS technical support. The contractor's QA team member designated to a particular Region or site, or a contractor representative with experience in an area of particular interest to the Region, shall provide the Region with technical support in the following areas: review file information on NPL candidate sites, advise the Region in preparing the HRS package for submittal to EPA, perform preliminary review of the draft HRS package, and give advice as to the options for revising the package. Should the HQ RC not be present in the Region, the QA team member shall contact him/her if issues arise during the visit that need immediate resolution. The cost of these trips shall be charged site-specifically. Upon return from a Regional trip, the contractor shall prepare a report summarizing the issues on each site discussed during the trip. The report shall include any issues that need to be resolved by EPA Headquarters in order to enable the Region to proceed with preparation or revision of the HRS Documentation Record package. Should the assistance involve a site visit, the contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. See Task 7, Subtask 3(a)(4) re training requirements.

**Subtask 2- Conference Calls.** Technical support could also include review of site investigations or sampling plans or participation in site screening discussions. Such support does not necessarily require a trip to the Region; discussion of technical review and consultation can be achieved through conference calls and review of written materials. Technical assistance will be tasked via technical direction by the EPA TOM. The contractor shall prepare a report summarizing the issues on each site discussed during the conference call.

**Task 4: Meetings and Consultation with St/SI Center:** This Task is being awarded to both contractors.

**[Include this task in each regional technical and cost proposal]**

The contractor shall support EPA as follows:

**Subtask 1- Status Meeting:** As requested by the EPA TOM in a TD, the contractor shall attend meetings with EPA on the status of NPL Updates at EPA HQ. These meetings will be infrequent (up to 2 per year) since most status updates are easily conducted by phone. However, such meetings may be necessary prior to Federal Register publication. Meetings, as appropriate, shall be held between the contractor's QA team and the HQ RCs. In addition, the designated contractor's Regional contacts shall contact each of their 10 EPA Regional NPL Coordinators weekly (only if there is any HRS activity in the Region) to provide an update on the status of sites in the Region.

**Subtask 2 - Pre-Rule Briefings:** Prior to submittal of final QA packages, the contractor shall brief HQ on politically or technically sensitive candidate sites for the update. During this meeting, the contractor shall raise unresolved and outstanding QA issues, if any. The contractor shall estimate six briefing events for EPA management during Option Year Three.

**Subtask 3 - Post-Rule Meetings:** Meetings shall be conducted between both QA contractors and EPA HQ staff to discuss issues that arose for sites in each rule and lessons learned. These discussion may include either site-specific issues or more general concerns including policy, timing or coordination issues. These meetings will take place at EPA HQ. The date will be clarified in TD. These meetings will not be held for one-site rules unless directed by TD. The topics for discussion are due to HQ three business days prior to the meeting. After the meeting, the contractor shall prepare meeting notes on issues it has initiated. Each contractor shall consolidate the meeting notes for two of the four rules during the option year (MNG, Rules 1 and 3; DynCorp, Rules 2 and 4).

**Subtask 4 - Status Report:** Each month a report on the status of all sites shall be delivered to the EPA TOM who will distribute to the Center Director and HQ RCs. The report shall be delivered on the last business day of each month unless specified

otherwise by the EPA TOM. This report shall be delivered to the EPA TOM in electronic format. After comment or concurrence from the EPA TOM (approximately 3 days following delivery date of status report), the contractor shall send an updated status report to the NPL Coordinators in each region.

**Task 5: Research and Analysis of HRS Documentation Records**

**[This task is being awarded to both contractors. Do not include in the regional proposals; prepare a separate technical and cost proposal for this task]**

The contractor shall respond to up to six special requests for research and analysis of HRS Documentation Records. The requests are highly variable and may range from 2 hours to 200 hours. This research and analysis may be in response to inquiries from Congress, other government agencies or EPA management or may be in support of reauthorization activities. This research and analysis could apply to all sites proposed under the original and revised HRS and sites that are currently undergoing QA review. The research could, but not always will, begin with a database search for a certain subset of sites and might include research into the HRS Documentation Records to further narrow down the subset of sites (for example, finding all sites listed based on contaminated sediments). This research and analysis will be requested in a TD by the EPA TOM. **For cost estimation purposes, the contractor shall estimate 40 hours of research and analysis per request (total 240 hours).**

**Task 6: Streamlined QA of HRS Documentation Records**

**[Include this task in Region 1 and 6 technical and cost proposals only]**

The contractor shall perform a streamlined QA on HRS Documentation Record packages. This review is designed to address major issues and ensure a supportable score, but not provide some of the QA details needed for more complicated sites. Sites are typically one pathway. Streamlined QA review will be tasked by the EPA TOM via technical direction on a site-specific basis. The TD will include guidance for performing the QA for that specific site but will follow generally the format in the attached SOP (Attachment 2).

**Task 7: Preparation of the HRS Documentation Record**

**[Include this task in Region 2, 4, 5, 6, 7, 8 and 9 technical and cost proposals only]**

The contractor shall prepare HRS documentation record packages for sites being proposed to the NPL. Using the best available and most recent data and appropriate references provided by the Regions, States, and Tribes, the contractor shall document the sources of contamination at a site using the HRS and determine whether the site exceeds the EPA cut-off score. The HRS documentation shall meet EPA quality requirements before the package is submitted to the Agency. The contractor shall interface principally with the Regional NPL

Coordinator for the preparation of the HRS Documentation Record package. The contractor shall also coordinate preparation of the HRS package with the EPA Task Order Manager, the EPA Headquarters Regional Coordinators, the Regional Site Assessment Manager as appropriate, and the Regional contractor, or State/Tribal personnel with knowledge of the site, in order to ensure that it meets the quality requirements. Both the Regional NPL Coordinator and the EPA Headquarters Regional Coordinators will serve as Task Monitors on Task 7. Roles and Responsibilities, including lines of communication and authority for participants in this work, are outlined in Appendix A.

The contractor shall perform all tasks in accordance with specifications provided in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991; with EPA policy, EPA guidance documents provided by EPA; and in accordance with the specification provided in 40 CFR Part 300, Appendix A (HRS final rule, December 14, 1990). At no time shall the contractor perform Response Action Contract work (e.g., performing or analyzing sampling data, direct specific sampling locations or events). Any questions concerning such possible work shall be referred to the Project Officer. All work performed under Task 7 shall be charged site-specifically.

#### **Subtask 1 - Reporting Requirements**

a) The contractor shall prepare an *HRS Documentation Record Project Milestones* status report for each site assigned. The milestone update report shall include: site name, milestones, problems encountered, anticipated EPA activities for the coming month, cost expenditures to date, and contractor personnel preparing the Documentation Record. The report shall also include a paragraph that summarizes the meeting with the Region, State, or Tribe and one that succinctly describes the site.

b) In addition, the contractor shall complete an overall HRS Documentation Record Milestones status report to track key milestones on all sites under Task 7. This report shall include: Regional meeting date, date that draft HRS score was calculated, date of conference calls for all parties to resolve comments, date the draft HRS documentation record is due, and date the final HRS documentation record is due.

The contractor shall submit the site-specific report and the overall HRS Documentation Record Milestones status report to the EPA Task Order Manager with copies each to the EPA Headquarters Regional Coordinator and to the Regional NPL Coordinator.

#### **Subtask 2 - Prepare Standard Operating Procedure**

The contractor shall prepare for EPA approval a Standard Operating Procedure (SOP) defining task activities for the project, corresponding schedules for preparation of the Documentation Record, staff assigned, and file transfer procedures. The SOP will be used

to minimize the time and paperwork required to prepare site specific plans, and will identify and standardize the process for preparing the HRS Documentation Record.

### **Subtask 3 - Headquarters, Regional and State/Tribal Meetings**

#### **a) Regional Meetings.**

1.) **First Regional Meeting.** At the request of the Regional NPL Coordinator, the contractor shall meet in the Region with EPA personnel, the Region's contractor, and with State or Tribal personnel to discuss site conditions, site listing issues and strategy preparatory to writing the Documentation Record and preparing the HRS site package. The Regional NPL Coordinator will provide the contractor with site files during these meetings. These Regional meetings may last up to five days including travel time, but typically last two or three days plus travel time. The EPA TOM will issue a TD for a Regional visit.

2.) **Site Visit.** As part of the Regional visit, the contractor, at the direction of, and with the Regional NPL Coordinator, shall perform a site visit, either as a "walk through" or site "drive-by" in order to better understand the sources, media of concern, and targets at the site. The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through (see Subtask 3 (a)(4) below). If OSHA requirements have not been met, the contractor shall limit this effort to a site "drive-by."

3.) **Second Regional Meeting.** At the request of the Regional NPL Coordinator, the contractor shall also participate in a second Regional meeting with EPA, the Regional contractor, and with State or Tribal personnel to discuss the draft HRS Documentation Record package and address all comments generated by Headquarters, the Region, the State or Tribe. The second Regional trip may last up to three days plus travel time, but typically will last one day plus travel time. The EPA TOM will issue a TD for a second Regional visit.

4.) **Eight-Hour OSHA Training for Site Visits.** The contractor shall comply with OSHA training requirements, per 29 CFR 1910.120 Hazardous Waste Operations and Emergency Response (HAZWOPER) Training, for a site walk-through. This has been defined by OSHA as an eight-hour refresher course. In addition, to ensure adequate protection, the contractor shall consult with Regional personnel to inquire about any possible risks posed at the site. The eight-hour training shall be billed to EPA.

5.) **Hours Estimate to Prepare the HRS Documentation Record.** For each site, the contractor shall prepare an estimate of total hours it anticipates will be required to prepare the HRS documentation record. The estimate is due five business days after

the contractor has received site materials from the Region. (The cost estimate will have been factored in to the estimate submitted for each Region and awarded to the contractor for the Option Year.)

b) Trip Report. Upon return from Regional trips the contractor shall, at the direction of the Regional NPL Coordinator, either prepare a report summarizing the issues and site scoring approach, or hold a conference call summarizing the same. The purpose of the report is to ensure that both EPA and the contractor are in agreement with issues and approaches to writing the documentation record. The report shall include any issues that need to be resolved by EPA Headquarters.

c) Miscellaneous Headquarters Meetings/Conference Calls. Throughout the development of the HRS Documentation Record package, the contractor shall consult with EPA Headquarters (TOM and Regional Coordinator). Such meetings or conference calls may be held in lieu of trips to the Region and will involve conference calls with the NPL Regional Coordinator and possibly the Regional contractor and State/Tribal personnel. The contractor shall plan to meet with EPA as required to discuss the site or resolve issues concerning the preparation of the HRS Documentation Record package. Specifically, the contractor shall plan to participate in the following meetings:

- Preliminary HRS scoring meeting to discuss the site, scoring scenario, and any site scoring weaknesses, after the draft HRS score is developed and delivered to EPA; and
- QA review meeting, after EPA Headquarters, the Region, and State/Tribe have reviewed the first draft of the Documentation Record.

For planning purposes, the contractor shall estimate it will be tasked to participate in up to ten conference calls and two additional meetings per site package (for a total of four meetings). All conference calls and meetings will be tasked by the EPA TOM via TD.

#### **Subtask 4 - Prepare Draft HRS Documentation Record**

##### **Subtask A: Review Information Generated by Region and State or Tribe; Prepare a Preliminary HRS Score.**

The contractor shall prepare a site score approval form for use in this subtask.

The Regional NPL Coordinator will provide the contractor with site files that will be needed to prepare the HRS Documentation Record package. Typically, the site files will be sent to the contractor, although there may be a requirement to have the contractor travel to the Region to consult on the site prior to file transfer in which case the Regional NPL Coordinator will transfer the files at the time of this consultation. The site files will generally contain the following: background information on the site (e.g., waste type and quantity, observed release information, receptors); a site

characterization form; PA, SI reports and score sheets; ESI, RI, and all validated analytical data; all relevant investigations (e.g., PRP studies, studies by other Agencies); CERCLIS printouts; maps (topographic, geologic, etc.); all references to support the preliminary score; and all other pertinent information necessary to prepare the Documentation Record package (see list at Attachment 3). In the event the files are incomplete, the contractor shall notify the EPA TOM, Headquarters Regional Coordinator, and the Regional NPL Coordinator.

The contractor shall review the site files. The contractor shall participate, at the Regional NPL Coordinator request, in a scoping conference call to discuss the site. Participants will include the EPA TOM and/or the Headquarters Regional Coordinator, the Regional NPL Coordinator, and the contractor. These calls will generally take place after file review, although it may take place prior to file review. The timing of the call will be established by the Regional NPL Coordinator.

If a preliminary HRS score for the site has not been prepared by the Region, the contractor shall prepare one. Preparation of a preliminary HRS site score shall be limited to a cursory review of the files to arrive at a tentative site score. (Cursory is defined as an effort consisting of the rationale and explanation for the overall approach, i.e., pathway and sources chosen and scoring values which show that the use of those factors will result in a score greater than 28.5.) The contractor shall prepare a brief writeup with the rationale for scoring approach and the specific sources identified. The primary activities under Subtask A are document organization, review, and project planning. Specifically, the contractor shall perform the following background work:

- Review existing file information and summarize analytical data and site reports (PA, SI, ESI, RI).
- Compute a preliminary HRS score using the PREscore software program (SUPERscreen program when released) or word perfect score sheet, and the most recent version of the Superfund Chemical Data Matrix.
- Identify data gaps to the Regional NPL Coordinator who will be responsible for obtaining additional HRS information concerning sensitive environments, targets, or any other HRS factors needed to close these gaps. The Headquarters contractor shall limit its effort in filling data gaps to information that is publicly available (e.g., obtaining copies of U.S. Geological Survey and NWI maps, census information, public wells information, etc.).

The contractor shall submit an electronic copy of the score sheet with draft HRS score, the brief writeup with the rationale for scoring approach, and the specific sources identified to the EPA TOM, the Regional NPL Coordinator, and the Headquarters Regional Coordinator for comment. These individuals will provide their comments, if any, within ten business days to the EPA contractor. The contractor shall address all



comments. Should EPA comments conflict, the Headquarters Regional Coordinator will arrange for a conference call to resolve the issue. The contractor shall submit an electronic copy of the revised preliminary score to the EPA TOM, Regional NPL Coordinator, and Headquarters Regional Coordinator. The Regional NPL Coordinator copy will indicate approval/acceptance of the preliminary score and/or scoring strategy by signing a site score approval form which will have been submitted by the contractor, along with the draft score sheet, and returning it to the contractor.

If at any time during the HRS scoring process the site score appears to be less than 28.5 or the contractor believes there are scoring weaknesses or a fatal flaw in available data (e.g., data quality, targets, etc.), the contractor shall report such findings to the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator and await instruction. In addition, the contractor shall also inform the EPA TOM if it is aware of any other factors which may warrant EPA clarification concerning proceeding with the HRS Documentation Record preparation. The Regional NPL Coordinator, together with the EPA TOM and Headquarters Regional Coordinator, will decide how to proceed on the site. The EPA TOM will instruct the contractor on next steps. If at any time additional *sampling* data needs are identified, the contractor shall notify the same three individuals and await instruction. *The Regional NPL Coordinator will task the Regional contractor or State/Tribe to conduct the sampling required to fill data gaps.*

#### Subtask B: Prepare Draft HRS Package

The contractor shall prepare and submit to the EPA TOM an original plus one copy for Headquarters Regional Coordinator of a draft HRS scoring package *without* supporting references. The contractor shall also submit a copy of the draft HRS scoring package *with* all supporting references to the Regional NPL Coordinator. The Regional NPL Coordinator is responsible for quality control of the HRS package as specified in OSWER Directive 9345.1-08, *Regional Quality Control Guidance for NPL Candidate Sites*, dated December 1991. The contractor shall work with the NPL Coordinator in each Region to clarify the Region's documentation record style preference (e.g., submitted in a binder, tabbed, etc.)

The contractor may be required to travel to the Region to further consult with the Regional NPL Coordinator to discuss the draft HRS documentation Record during this phase of the work. (See Subtask 3, (A) (3), Second Regional visit.) Travel during this phase of the work shall be charged to that subtask.

If comments result in the need to collect additional desktop data or review existing data in more detail, the contractor shall collect the necessary information needed to fill the HRS data gaps and/or review additional data obtained from the Regional NPL Coordinator. The contractor shall follow the same restrictions for this work as

identified in Subtask 4, Subtask A, above. Should additional sampling be recommended, the contractor shall notify the Regional NPL Coordinator, the EPA TOM, and EPA Headquarters Regional Coordinator of this need. The NPL Regional Coordinator will be responsible for tasking the Regional contractor or State/Tribal personnel to conduct the sampling if it is required. Sampling work will be performed exclusively by the Regional contractor or State/Tribal personnel.

For planning purposes the contractor shall estimate it shall participate in at least two conference calls during this phase of the work and complete two rounds addressing Headquarters, the Region and State/Tribal comments.

**Subtask C: Prepare Final HRS Documentation Record Package**

After the contractor has completed all appropriate modifications, it shall submit an original of the final HRS Documentation Record package to the EPA TOM, plus one copy for the EPA Headquarters Regional Coordinator. *Neither* shall include references, unless specified otherwise in a TD. The contractor shall also submit one copy of the final HRS Documentation Record package, *with* references, to the Regional NPL Coordinator.

The contractor shall be prepared to participate in conference calls to address any residual comments or answer questions generated by the Region, State/Tribe, or Headquarters concerning the final HRS Documentation Record package. The Region, State/Tribe shall submit those comments in writing to the contractor, with copies to the Headquarters Regional Coordinator, for incorporation in the HRS package.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor for QA**

a) The package preparer shall prepare a list of all documents being transferred to the second contractor. After EPA approval of the HRS Documentation Record package and at the written instruction of the Regional NPL Coordinator, the contractor that prepared the HRS Documentation Record package shall transfer the package via the Headquarters Regional Coordinator to the second HRS contractor who will perform QA on the HRS Documentation Record package.

b) After QA is completed by the second HRS contractor and the site has been proposed to the NPL, the contractor having performed QA shall re-transfer the site file via the Headquarters Regional Coordinator to the contractor who prepared the package. The contractor shall ensure that all files transferred under a) above are included in the file.

### **Task 8: Analyze HRS Issues**

**[Do not include in the regional proposals; prepare a separate technical and cost proposal for this task]**

This task comprises analyses of technical and policy issues regarding the HRS and site assessment. These issues may be identified and resolved via the HRS Issues Resolution Group (HIRG) or through other means, as needed. Resolutions serve as interim HRS guidance until the policies are incorporated into formal HRS guidance documents. **For cost estimation purposes, the contractor shall estimate a total of 50 hours.**

**HRS Issues Resolution Group.** When issues that are not specifically or clearly addressed in existing guidance surface during the contractor's preparation or QA review of an HRS package, the contractor shall be tasked via written TD to prepare a HIRG analysis and present the issue to the HIRG. (The HIRG comprises the TM, the Headquarters NPL coordinators, as well as representatives from both MNG and DynCorp.) For planning purposes, the contractor shall estimate that it shall be responsible for three HIRG analyses for your Regions, and also participate in another three issues addressed by the second contractor. The lead contractor is responsible for all research and write-up. Where the contractor is not lead, participation means attending a meeting or participating in a conference call where the issue is discussed and offering solutions or past experiences from other sites relevant to the case, as appropriate.

The analyses shall be concise and, where applicable, shall provide the following information:

- Considerations affecting a decision.
- Several options for resolving the issue.
- Advantages and disadvantages of different options.
- Recommended approach with rationale for recommendation.
- Estimated percentage of sites affected by issue (if requested by the TM).

The contractor shall provide electronic copies of draft HIRG analysis papers and supporting documentation to the TM and to each member of the HIRG. The HIRG then meets to decide the best way to resolve the issues. The contractor shall participate in each HIRG meeting and summarize all discussions. Following each HIRG meeting, the contractor shall finalize the resolution of each issue.

#### **4. TIME SCHEDULE AND DELIVERABLES**

The deliverables shall be due as stated below. The contractor shall provide the EPA TOM with three copies of all deliverables and drafts. Associated word processing disks compatible with OERR software must also be provided upon completion of the task order.

**Task 1: Work Plan and Cost Proposal**

Due date will be clarified in official Request for Offer (RFO)

**Monthly Progress Report**

Due to EPA HQ on the 20th of each month

**Task 2: QA Review**

**Subtask 1**

QA Letter - Due 20 business days after receipt of HRS package for a one pathway site plus an additional 5 business days for each additional pathway

**Subtask 2**

Teleconference Call Notes - Due within 3 business days following conference call

**Subtask 3**

Site Packages - Due within 5 business days following completion of QA review

**Subtask 4**

1. Support for NPL Rule Publication - Governor/State concurrence letter tracking report shall be submitted to EPA on the 25th (or closest business day) of each month.

2. Other NPL rule publication support activities should be completed at least one week prior to NPL rule publication.

3. Congressional letters shall be submitted at least one week prior to NPL rule publication.

**Subtask 5**

Deep QA - Will be specified in TD issued by EPA TOM.

**Task 3: Technical Assistance**

**Subtask 1**

Regional Technical Assistance Trips - Will be tasked in written TD issued by the EPA TOM. The report summarizing the issues discussed on each site shall be due five business days after conclusion of the trip.

**Subtask 2**

Technical Assistance Conference Calls - will be tasked in written TD issued by the EPA TOM..

**Task 4: Meetings and Consultation with St/SI Center**

**Subtask 1**

Status Meeting - Meeting upon request of EPA TOM by TD, within 3 business days.  
Contact with EPA HQ RCs - Weekly (if HRS packages are being reviewed)

**Subtask 2**

Pre-Rule Briefings - No later than 10 business days prior to publication of proposed rules

**Subtask 3**

Topics for Discussion for Post Rule Meetings - Due three business days prior to meeting.

Post-Rule Meetings - Held five business days after the rule publication, unless otherwise directed by TD issued by EPA TOM.

Meeting Notes - five business days after the meeting.

**Subtask 4**

Monthly Status Report - Due by the last business day of each month in electronic format

**Subtask 5**

Contractor shall attend HRS and NPL-related conferences at EPA's request. A TD will be issued by EPA TOM at least 16 calendar days prior to conference

**Task 5: Research and Analysis of HRS Documentation Records**

As specified in TD issued by EPA TOM. Due between 1 and 14 days from issuance of TD depending on complexity of request.

**Task 6: Streamlined OA of HRS Documentation Records**

Will be specified in TD issued by EPA TOM, but due generally 12 days from issuance of TD, depending on site.

**Task 7: Preparation of the HRS Documentation Record**

**Subtask 1: Reporting Requirements**

- a) HRS Documentation Record Project Milestones status report, one report per site - Original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.
- b) Overall HRS Documentation Record Project Milestones status report, original to EPA TOM, copies to Headquarters Regional Coordinator and Regional NPL Coordinator - Due 30th of each month.

**Subtask 2: Prepare Standard Operating Procedure**

- Draft SOP - Due 10 business days after issuance of Task 7.
- Final SOP - Due 3 business days after receipt of EPA comments.

**Subtask 3: Headquarters, Regional and State/Tribal Meetings**

- a) **Regional Meetings:**
  - a.1.) First Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
  - a.2.) Site Visit - Will be clarified in TD issued for a.1. above.
  - a.3.) Second Regional Meeting - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
  - a.4.) Eight-hour OSHA training - Annual to ensure certification is current.
  - a.5.) Hours Estimate - Due five business days after the contractor has received site materials from the Region.
- b) Trip Report - Due five business days after trip.
- c) Miscellaneous Headquarters Meetings/Conference Calls - Will be clarified in a TD issued by EPA TOM.

**Subtask 4: Prepare Draft HRS Documentation Record**

**Subtask A: Review Information, Prepare Preliminary HRS Score**

- Prepare site score approval form - Due 10 business days after issuance of Task 7.

- Scoping conference call - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written TD issued by EPA TOM.
- Electronic copy of preliminary HRS score for the site and writeup - Due within 10 business days after receipt of Regional site package.
- Prepare revised preliminary score - Due within 10 business days after receipt of EPA comments. [Note: Total time for preparation of preliminary score and, if required, revised preliminary score, is not to exceed 10 business days excluding EPA comment time.]

**Subtask B: Prepare Draft HRS Package**

- Original and one copy of draft HRS scoring package *without* supporting references - Due to Headquarters within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for data from the Region. Specific due date will be clarified in a TD issued by EPA TOM.. (The standard for preparation of the draft HRS package is 20 days.)
- One copy of draft HRS scoring package *with* supporting references - Due to Regional NPL Coordinator within 20-40 business days after completion and approval of deliverable in Subtask A, not counting days contractor is on hold waiting for Regional data. Requirements for more than one copy of package for the Region will be clarified in a TD issued by EPA TOM.
- Meet with Regional NPL Coordinator to discuss draft HRS Documentation Record package - Will be clarified in a TD issued by the EPA TOM a minimum of 14 days prior to travel date.
- Conference calls with Region, State/Tribe, Regional contractor, EPA Headquarters, and Headquarters contractor - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written TD issued by EPA TOM.

**Subtask C: Prepare Final HRS Documentation Record Package**

- Conference Calls - Will be scheduled by the Headquarters Regional Coordinator (verbally or E-mail among participants) followed up by written TD issued by EPA TOM.
- Final HRS Documentation Record Package - Due 5 business days after completion of Subtask B, not counting days contractor is on hold waiting for Regional data. Final deliverable to include all components spelled out in Subtask C.

**Subtask D: Transfer HRS Documentation Record Package to Second HRS Contractor**

- a) List of all documents being transferred; send file to Headquarters Regional Coordinator for transfer to second contractor for QA - Due two business days after receiving written instruction from the Regional NPL Coordinator.
- b) Transfer files to Headquarters Regional Coordinator after site is proposed for re-transfer to preparer of the site package - Due 10 business days after site is proposed.

**Task 8: Analyze HRS Issues**

Work will be initiated through TD issued by EPA TOM. Draft HIRG analyses are due 5 business days after receipt of the TD announcing the date of the HIRG conference call. Records of discussion, including draft resolution, are due 5 business days after the HIRG call. The TM will review the draft and provide comments or corrections; final resolution writeups are due 2 business days following receipt of TM comments.

**5. CONTRACTOR PERFORMANCE**

During Option Year 3, the contractor will be rated twice. The first will be after seven months, the second at the end of the year. The first rating will be more formal in accordance with the attached contractor performance report (Attachment 4). The second will be a more limited, oral discussion between the two Task Order Managers, which will highlight the contractor's strengths as well as areas that may need attention.



## **APPENDIX A**

### **EPA Task Order Manager (TOM):**

Has overall responsibility for monitoring contractor performance on Task Order; also provides written technical direction.

### **Task Monitors:**

**Regional NPL Coordinators:** Also known as Regional Technical Contact (in lieu of Regional NPL Coordinator). The Headquarters contractors will interface principally with the Regional NPL Coordinator and will take their direction on the preparation of the HRS Documentation Record package from the NPL Coordinator. The NPL Coordinator will also be responsible for reviewing the monthly progress report, verifying and ensuring the work was performed, and certifying the payment of charges reflected in the financial statements.

**Headquarters Regional Coordinator:** The Headquarters Regional Coordinator is responsible for clarifying policy and guidance issues (HRS Issue Resolution) during preparation of the HRS package. Also responsible for preparing for the EPA TOM's signature all technical direction required for sites in his/her Region(s).

**Review of Revised HRS Scoring Package  
For Proposal \_\_\_\_\_**

**Site Name:**

**Region:**

**Location:**

**Preparer:**

**Site Score:**

**# pathways:**

- I. Site Description and General Comments
- II. Cross-Cutting Issues
- III. Technical Issues by Pathway
  - A. Likelihood of Release
  - B. Waste Characteristics
  - C. Targets
- IV. Documentation Issues
- V. Listing Policy Issues
- VI. List of Guidance Questions Raised by the Region
- VII. List of Site-Specific Model Implementation and Policy Issues
- VIII. List of Significant PA/SSI/LSI Guidance Information (e.g., unique field data collection approaches; background information sources)

**QA GUIDELINES FOR STREAMLINED HRS PACKAGES**

**Purpose**

To speed up the listing process by concentrating on key components of score, and to ensure the review will be adequate to support the listing decision.

**Steps**

1. Perform a preliminary review of the HRS documentation record, narrative and score sheets to identify the critical or key scoring/policy factors. Ensure minimum partial attribution if needed for key factors.
2. Ensure proper HRS values have been assigned to critical information.
3. Review reference citations and analytical data for the critical or key scoring factors. Identify any key factor concerns to HQ.
4. Perform low level review of entire document once for any glaring errors not associated with critical scoring factors. This includes math calculation errors, internal inconsistencies, and repetitious materials. Check reference list to make sure it matches the references identified in the HRS documentation record.
5. Prepare QA letter.
6. Identify which parts of this review took the most time.

**Files to be Submitted to the Contractor by the EPA Regions**

As necessary, depending on site-specific scoring factors.

Data, including

Form 1's

QA memos

Lab communications

Sample plan

Field notes/logs

Original field photos

Chain of custody/sample tracking forms

Well logs (of wells sampled)

Containment information for all sources

Wind direction information (for air pathway)

Quantity information

USGS maps

NWI maps (if wetlands present)

Well logs (for potential targets)

Fishery information

Population information (for all targets)

Aquifer information (for groundwater pathway)

Watershed information (for surface water pathway)

Sensitive Environment target information

**Contractor Performance Report**

Task Order #: \_\_\_\_\_ 3-002

Task Order Name: Support for NPL Updates

Contractor: \_\_\_\_\_

Contract #: 68-W-98-105/6

Task Order Manager (TOM): \_\_\_\_\_

Phone #: (703) 603-\_\_\_\_\_

Project Officer (PO): Mary Ann Rich

Phone #: (703) 603-8825

Contracting Officer (CO): Raoul Scott

Phone #: (202) 564-4742

Performance Period: From: March 6, 2001

To: March 5, 2002

Contractor Performance Evaluation Prepared by: ☐ TOM ☐ PO ☐ CO

Overall Performance Rating:

☐ Unsatisfactory (1) ☐ Satisfactory (2) ☐ Exceeds Expectations (3) ☐ Outstanding (4)

Brief description of scope of work:

Overall Performance Evaluation:

Unusual problems/occurrences affecting contractor performance:

Evaluator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**PROJECT PLANNING**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Ability to set schedules and priorities for the accomplishment of work under the TO.
- Regular and effective communication with Agency personnel and provision of information to enable Agency personnel to keep abreast of progress.
- Compliance with contract and TO requirements.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**TECHNICAL COMPETENCE & INNOVATION**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

- Technical quality of deliverables.
- Effectiveness and thoroughness of analysis.
- Ability to meet work plan goals and objectives.
- Creativity and ingenuity in approach.
- Adherence to regulations, procedures & guidelines.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA

**SCHEDULE & COST CONTROL**

- Development & maintenance of planned schedules and budgets for deliverables.
- Ability to minimize and control the cost.
- Elimination of duplication of effort.
- Timeliness of deliverables.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**RESOURCE UTILIZATION**

- Effective use of resources.
- Suitability of staffing, recruiting & training of personnel.
- Appropriateness of professional mix to ensure quality of work while minimizing cost & time expenditures.
- Adherence to subcontracting/Mentor-Protégé plan.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**MONTHLY PROGRESS REPORT**

- Timeliness of monthly progress report.
- Clarity and thoroughness of reports & documents.
- Accuracy and completeness of data.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**EFFORT**

- Ability to identify and resolve problems.
- Thoroughness in dealing with all aspects of the project/program.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**COOPERATION WITH OTHER NPL CONTRACTOR**

- Level of cooperation with other NPL contractor.
- Forthcoming with information, lessons learned, etc.

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**SMALL & SMALL DISADVANTAGED BUS. UTILIZATION  
(For PO & Contractor Only)**

- Actions taken to develop technical & corporate administrative expertise of small businesses and SDBs.
- Extent of firm's participation in the Mentor-Protégé program.
- Extent protégé(s) met development objectives in agreements (Contractor self-evaluation only).

Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NARating: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ NA**Overall Rating:**Rating: ☐ 1 ☐ 2 ☐ 3 ☐ 4